

GFWC CALIFORNIA FEDERATION OF WOMEN'S CLUBS

CLUB MEMBERSHIP REPORTS

Report writing can be a new, interesting, and important process helping your club members grow, learn and expand their horizons. Encourage your clubs to have reporting workshop/party to make it easier on everyone. Serve refreshments while you go through your club minutes, newsletters, etc., to make sure that everything is included. This is also a great time to discuss projects and see if you want to continue them or move into another direction.

REPORTING GUIDELINES:

- ◆ Give credit where credit is due and don't stretch the truth.
- ◆ All supporting materials like pictures and media coverage should go into your Publicity Book Contest entry under Public Affairs Advancement (Communications and Identity).
- ◆ Individual member accomplishments are NOT reportable unless the club votes to support their efforts in some way or votes to undertake the project as one of their own.

REPORTING SIZE CATEGORIES:

- ◆ **Club Size Categories:**
 - Small: 1-20 Med.: 21-50 Inter Med.: 51-80 Large: 81+

CLUB DEADLINE TO DISTRICT MEMBERSHIP CHAIRMAN:

- ◆ Clubs submit their Club Membership Report to the District (see your District Deadline) in plenty of time for the District Membership Chairman to compile all the club information for their CFWC Report and get reports judged.

GFWC REPORTING: (choose one of the following to send your reports to GFWC)

- ◆ Online Reporting Form @ <http://www.gfwc.org/images/gfwc/Reporting%20Form%20v.2.pdf>
- ◆ FAX a copy of your report to GFWC at 202-835-0246
- ◆ EMAIL a copy of your report to **GFWC@GFWC.org**
- ◆ MAIL a copy of your report to GFWC at 1734 N Street NW, Washington, DC 20036-2990

NARRATIVE:

Clubs have the option of writing or not writing narratives. However, a Narrative definitely enhances the report and provides necessary details about the wonderful projects the club is doing. It also gives information worth sharing with other clubs throughout the state.

- ◆ GFWC Report Form (**MANDATORY** - two pages back to back)
- ◆ Heading (**MANDATORY** – see below) must be attached behind the GFWC Report Form
- ◆ Narrative (**OPTIONAL, REQUIRED FOR JUDGING**) written below Heading, limited to two pgs.

MEMBERSHIP PROGRAM

Date _____

GFWC California, District _____ Club Name _____

(Per CFWC Yearbook)#of members in Club _____

Prepared by: (Club Chairman) _____

Mailing Address _____ City/State/Zip _____

Phone _____ E-mail _____

Number of members on January 1, 2010 _____ Number of members lost _____

Number of members gained _____ Number of members on December 31, 2010 _____

Number of member's participating _____ Total number of project/programs _____

Total number of Hours _____ Total \$ raised _____ Total \$ of "in kind" items donated _____

