

## **2022 CFWC Report Writing Instructions**

The 2022 reporting period is **January 1 through December 31, 2022.**

The report forms due from clubs and/or districts are:

1. **Statistical Form (required from each club and all districts)**
2. **Affiliate Data Form**
3. **Club Award Entry Form OR District Award Entry Form**

→ Blank template report forms are on [cfwc.org](http://cfwc.org), REPORTS tab (in Word, PDF, and fillable PDF formats) ←

### **ATTN CLUBS**

**All club reports are submitted to your district dean (including club Statistical Report and Affiliate Data Report). It is a club's responsibility to know when reports are due to your district.  
DO NOT SUBMIT CLUB REPORTS DIRECTLY TO CFWC.**

### **ATTN DISTRICTS**

- **CFWC REPORT DEADLINE IS FEBRUARY 15, 2023. DISTRICTS MUST SUBMIT ALL REPORTS TO CFWC BY THIS DATE.**
- Reports should be submitted to CFWC via Dropbox.
- DROPBOX training workshop for district deans will be by Zoom – **NOVEMBER 1, 2022 @ 9:00 am.**  
Zoom codes are:

Meeting Code: 865 9547 0341  
Passcode: 078956

### **ATTN CFWC CHAIRMEN**

- DROPBOX training for CFWC chairmen will be by Zoom – **NOVEMBER 8, 2022 @ 9:00 am.**  
Zoom codes are:

Meeting Code: 865 9547 0341  
Passcode: 078956

For questions about Zoom Dropbox training, please contact Sonja Hults, CFWC Communications Chair  
[cfwccommunications@gmail.com](mailto:cfwccommunications@gmail.com)