

## CFWC DROPBOX INSTRUCTIONS – 2023 REPORTS

### HOW TO DO DROPBOX AS A DISTRICT DEAN

1. Instruct clubs and district chairmen to use the standard file name on all reports:
  - a. Year; Club or District Name; Program/Category
  - b. Use entire club name; do not allow abbreviated club names.
2. Receive the reports from clubs. **IMPORTANT:** Instruct clubs to submit reports in PDF format.
3. Create report folders on your computer
  - a. **Club Reports** – add sub folders for each reporting program/category
  - b. **District Reports** – add sub folders for each reporting program/category
4. As reports are received, place them into the appropriate folder
  - a. If necessary, convert the report to PDF format
  - b. If necessary, rename the report to follow the “standard file name” format (#1 above)
  - c. Do the same for reports received from district chairmen
5. Schedule a Dropbox appointment with CFWC Communications (Sonja Hults/Debbie Pietraszko). Email your requested date/time to: [cfwccommunications@gmail.com](mailto:cfwccommunications@gmail.com) (appts set in order received).  
**NOTE: Dropbox appointments for District Deans will begin February 1.**
6. During your appointment, you will be assisted with uploading all reports into CFWC Dropbox.
7. You will verify the number of reports in each folder before you leave the meeting.
8. We will publish this at the February boards so your district can verify their reports.

### HOW TO DO DROPBOX AS A CFWC CHAIRMAN

1. In January 2024, schedule a Dropbox appointment with CFWC Communications (Sonja Hults/Debbie Pietraszko). Email your requested date/time to: [cfwccommunications@gmail.com](mailto:cfwccommunications@gmail.com).  
**NOTE: Drobox appointments for CFWC Chairmen will begin February 15.**
2. Attend your Dropbox appointment.
3. Download the CFWC Chairman folder in your category
  - a. Inside the folder you will find:
    - i. Club Folder by Chairmanship in your category (containing club reports)
    - ii. District Folder by Chairmanship in your category (containing district reports)
  - b. Send reports to judges
  - c. Direct questions and reporting information to Sonya Matthies
4. After the reports are judged, email the names of winning clubs/districts to CFWC 1<sup>st</sup> VP Sonya Matthies: [shmatthies@verizon.net](mailto:shmatthies@verizon.net).
5. Direct questions regarding GFWC’s report submission process to CFWC 1<sup>st</sup> VP Sonya Matthies: [shmatthies@verizon.net](mailto:shmatthies@verizon.net)