

## 2023 CFWC Report Writing Instructions

The 2023 reporting period is January 1 through December 31, 2023.

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 2023 report forms are at [cfwc.org](http://cfwc.org), REPORTS tab (Word, PDF, and fillable PDF formats)** ←

### ATTN CLUBS

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

### ATTN DISTRICTS

- **TO SUBMIT ANNUAL REPORT FORMS:**
  - Districts are encouraged to utilize the Dropbox option for submitting district and club reports. The CFWC Communications team will coordinate with each district to schedule an appointment to do the Dropbox transfer. These appointments will begin **February 1, 2024**. The comms team is very good at this and will assist you through the entire Dropbox process.
  - If Dropbox is absolutely not possible, please contact CFWC Communications asap for assistance with alternate methods to submit reports. Please send an email to: [cfwccommunications@gmail.com](mailto:cfwccommunications@gmail.com).
- **CFWC's REPORT DEADLINE IS FEBRUARY 15, 2024.** Districts must submit all reports to CFWC (or upload to CFWC Dropbox) by this date. To submit reports by mail, you must contact CFWC communications PRIOR TO February 15<sup>th</sup> for further instructions.
- **DROPBOX training workshop** for district deans will be offered on Zoom. Date and time TBA

### ATTN CFWC CHAIRMEN

- **DROPBOX training** for CFWC chairmen will be by Zoom. Date and time TBA

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