

2024 CFWC Report and Dropbox Instructions

The 2024 reporting period is January 1 through December 31, 2024

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**

These report forms are at <https://www.cfwc.org/report-writing/>

CLUB INSTRUCTIONS

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 *****

DISTRICT INSTRUCTIONS

- Districts will utilize Dropbox for submitting district and club reports.
- **DROPBOX training** for district deans will be by Zoom on two dates: **Friday, Nov. 22 1:00 pm** and **Saturday, Dec. 14 10:00 am**. The zoom link for this training will be circulated to all district deans by 1st VP Wendy Curran. It is important that you attend one of the sessions (both dates offer the same training).
- **SUBMITTING REPORTS TO CFWC DROPBOX:**
District Dropbox appointments begin **February 1**. To schedule your appointment, email CFWC Dropbox Chairman, Sonja Hults cfwcsonjahults@gmail.com. Include a requested date and time. Appointments will be scheduled in the order requests are received.

During your appointment, you will be assisted with uploading all reports into CFWC Dropbox. District Deans will verify the number of submitted reports in each reporting category/folder before ending the meeting.

- **PREPARING REPORTS FOR DROPBOX UPLOAD**

1. Instruct clubs and district chairmen to:
 - a. Use a standard file name on all reports: Year; Club or District Name; Program
[Sample: 2024 Anywhere Woman's Club; Environment]
 - b. Use entire club name; do not allow abbreviated club names or acronyms.
 - c. Submit all reports in PDF format (**IMPORTANT!**)
2. Create two report main folders on your computer
 - a. **Club Reports** – create subfolders for each reporting program/category
 - b. **District Reports** – create subfolders for each reporting program/category

3. As reports are received from clubs and district chairmen, place in the appropriate folder on your computer (club reports or district reports, then add to the proper subfolder).
 4. It may be necessary to:
 - a. Convert the report to PDF format
 - b. Rename the report to follow the “standard file name” format (see 1a, above)
- **REPORT SUBMISSION DEADLINE IS FEBRUARY 15, 2025**
Districts must submit all reports to CFWC via Dropbox upload by this date. If you feel using Dropbox is not possible for your district, contact CFWC 1st VP, Wendy Curran, by **February 1st** (her contact is below)

CFWC CHAIRMEN INSTRUCTIONS

- Dropbox training for CFWC reporting chairmen will be by Zoom on two dates: **Friday, Nov. 22 1:00 pm** and **Saturday, Dec. 14 10:00 am**. The zoom link for this training will be circulated by 1st VP Wendy Curran. It is important that you attend one of the sessions (both dates offer the same training).
- Schedule a Dropbox appointment in January 2025 by emailing CFWC Dropbox Chairman, Sonja Hults cfwconjahults@gmail.com. Include a requested date and time. Appointments begin February 15.
- During your Dropbox appointment, you will download the CFWC Chairman folder matching your chairmanship. Inside this folder you will find two subfolders:
 - Club Reports
 - District Reports
- After judging is complete, provide the names of winning clubs/districts to CFWC 1st VP, Wendy Curran
- Direct questions concerning CFWC's report process to CFWC 1st VP, Wendy Curran.

For questions about submitting reports and/or Dropbox training, contact CFWC 1st VP Wendy Curran.
wendycurran5@gmail.com / (909) 816-8607