

2025 CFWC Report and Dropbox Instructions

The 2025 reporting period is **January 1 through December 31, 2025**

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 available at www.cfwg.org (as of 11/1/25)

Instructions below for CLUBS, DISTRICTS & CFWC CHAIRMEN. Please review the appropriate section.

CLUB INSTRUCTIONS

All club reports are submitted to your district dean pursuant to district instructions (including Statistical Report and Affiliate Data Report). Districts set their own report deadline; it is the club's responsibility to know when reports are due to their district.

**** 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** (Zoom) will be **Saturday, November 22, 2025, 10:00 am**. The zoom link will be circulated by CFWC 1st VP Wendy Curran and in QuickBytes. It is important that you attend the training.
- **SUBMITTING REPORTS TO DROPBOX**
District Dropbox appointments (on Zoom) will be held January 28, 29 and 31, 2026.
To schedule, email CFWC Dropbox Chairman, Sonja Hults cfwcsonjahults@gmail.com. Include a requested date and time. Appts will be scheduled in the order requests are received.

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

- **PREPARING REPORTS FOR DROPBOX UPLOAD**
 1. **[IMPORTANT!]** Instruct clubs and district chairmen to:
 - a. Use this file name format on all reports: **Year Club or District Name; Program Name**
[EXAMPLE: **2025 Anywhere Woman's Club; Environment**]
 - b. Use the entire club name; do not allow abbreviated club names or acronyms.
 - c. Save or convert final reports to PDF format.
 2. Create two report 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, put them in the appropriate folder on your computer. As you do this, it may be necessary to:
 - a. Convert the report to PDF format (CFWC will not accept Word docs)
 - b. Rename the report to follow the proper "file name" format (see 1a, above)
- **REPORT SUBMISSION DEADLINE IS FEBRUARY 15, 2026**
Districts must submit all reports to CFWC via Dropbox upload by this date.
- For questions about the Dropbox process, contact Chairman Sonja Hults cfwcsonjahults@gmail.com
- For questions about report writing, report content, etc., please contact CFWC 1st VP Wendy Curran wendycurran5@gmail.com / (909) 816-8607.

CFWC CHAIRMEN INSTRUCTIONS

- **Dropbox training for CFWC reporting chairmen** (Zoom) will be **Saturday, November 22, 2025, 11:00 am**. The zoom link will be circulated by CFWC 1st VP Wendy Curran and in QuickBytes. It is important that you attend the training.
- **Dropbox appointments (on Zoom) will be held February 17, 18 and 20, 2026.**
In January 2026, email CFWC Dropbox Chairman, Sonja Hults cfwcsonjahults@gmail.com to schedule your appointment. Include a requested appointment date and time. Appointments will be scheduled in the order requests are received.
- During your appointment, you will download the CFWC Chairman folder matching your chairmanship. Inside this folder you will find two subfolders:
 - Club Reports
 - District Reports
- Send the reports to your panel of judges. After judging is complete, provide the names of winning clubs and districts to CFWC 1st VP, Wendy Curran wendycurran5@gmail.com / (909) 816-8607.
- State reports are due to GFWC by **March 15, 2026**. The 2024-26 state report forms (*Award Entry Cover Sheet* and *Club Creativity Award Cover Sheet*) are at www.cfwc.org, REPORTS tab.
- Direct questions concerning GFWC's report submission process to CFWC 1st VP Wendy Curran.