CFWC 2022 Report-Writing Instructions

- 2021 report writing period is January 2, 2021 through December 31, 2021.

- Clubs submit reports to their district. It is a club responsibility to find out when reports and statistical forms are due to their district. Districts should announce specific report deadline dates to their clubs.

- Club size for reporting purposes (small club, medium club, etc.) is based on # of members shown in CFWC's 2021-2022 yearbook.

- Use the proper name of your club. Do not use abbreviations or club name acronyms.

- The annual **Statistical Report** is required from all clubs and districts. Clubs prepare and submit their statistical form to their district. Districts compile the information received from clubs and submit a district statistical form to CFWC.

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After receiving club reports, each district will then submit reports to appropriate CFWC chairmen **by February 15, 2022**, as follows:

- Club and district **membership reports** are sent to CFWC 2nd VP Sonya Matthies and your area vice-president. Use the Award Entry Form template.

- District **statistical reports** are sent to CFWC 1st VP Barbara Briley-Beard. Note: projects that support GFWC affiliate organization(s) should be reported in the most appropriate program according to the intent of the project.

- Districts send one (1) copy of every **club program report** received AND one (1) copy of every **district program report** to CFWC 1st VP Barbara Briley-Beard.

- Districts send one (1) copy of every **club program report** received AND one (1) copy of every **district program report** to the appropriate CFWC program chairman. CFWC chairmen contact info is in the CFWC 2021-22 yearbook (Administration & Programs section).
  Note: Reports can be forwarded to CFWC chairmen before they are judged at the district level.