



GFWC Reporting Guidelines

2010-2012 GFWC Club Manual

SPECIFIC GUIDELINES FOR CLUBS

- 1) There are many reasons for reporting:
 - a. It helps create a history of your club's activities.
 - b. GFWC gets a record of what kind of projects clubs and members are interested in.
 - c. It is vital to have a record of our collective achievements to share with potential funders.
 - d. Reporting creates information to help your club learn, change, and expand in new directions.
- 2) We want to know what your club has accomplished during each calendar year (January 1-December 31), so please send a full copy of all narratives and one copy of your report form (statistical page) to each of the following:
 - a. GFWC (see # 7, 8, 9 for the various options)
 - b. Your state president (she needs this for her report to GFWC)
 - c. Your state director of junior clubs (if applicable)
 - d. Your state dean of chairmen (if required by your state)
 - e. Your district dean of chairmen (if required by your district)
 - f. Your state chairmen (specific reports—as required by your state)
 - g. Keep one full copy for your club records and history.
- 3) Every state federation has slightly different rules, so please adhere to your state's reporting deadlines and guidelines when sending in these reports.
- 4) When writing the narratives, remember:
 - a. Get to the point and briefly describe each project.
 - b. Number each project.
 - c. Provide statistics for each project either above it or within the narrative.
 - d. Provide the following details:
 - i. What was the project?
 - ii. How was it accomplished?
 - iii. Who benefited from the project?
 - iv. Where and when did the project take place?
 - v. Why did your club undertake this project?
 - e. Be concise. Narratives may not exceed two pages, single-spaced.

- 5) On the GFWC Reporting Form (statistical page)
 - a) Be sure you are using the 2010-2012 GFWC Reporting Form, as this form changes each administration.
 - b) Report ONLY those hours spent by each member in approved club programs/projects. (Participation in regular club meetings and the travel time to/from these meetings should not be included.)
 - c) It helps if ONE person from each club fills out the reporting form (statistics).
 - d) Gather the reports from your club chairmen.
 - e) Fill in the number of programs or projects for each special project, community service program (collaboration and partnership), and advancement area.
 - f) Fill in the number of members who participated (the total number of members participating may NOT exceed the total number of members in your club).
 - g) Fill in the number of hours by adding the hours spent by every club member on club approved projects in each area.
 - h) If you raised or donated any money, fill in the amounts. If you donated items, please try to estimate their value.
 - i) Check the box if you chose to enclose a narrative.
- 6) Every club has the option of writing or not writing narratives, but doing so definitely helps:
 - a. Your state chairmen choose winners.
 - b. Enhance the reports the state chairmen must send to the GFWC chairmen by providing necessary details about your wonderful projects.
 - c. Some states require narratives to be considered for awards while others do not. Please follow your state's requirements.
- 7) Online Reporting: GFWC has developed a way to report online by going to www.GFWC.org. If you choose to report online to GFWC, it is EXTREMELY important that you still send a full copy of your reports to your appropriate state and/or district officers and your state and/or district program or project chairmen. They do NOT receive a copy of the online report you send to GFWC.
- 8) You may also fax a copy of your report to GFWC at 202-835-0246 or e-mail it to GFWC@GFWC.org, but again please remember to send copies to your state or district officers and/or your state or district program or project chairman.
- 9) You may also mail a copy of your report to GFWC at 1734 N Street NW, Washington, DC 20036-2990, but again please remember to send copies to your state/district officers and/or state/district program or project chairman.
- 10) Club activities should be reported in the appropriate program/project area as listed in GFWC Club Manual. Every club president receives a copy of this in the *GFWC Club Manual*. It is her responsibility to copy and distribute this information to her chairmen. You may also obtain another

copy of these special project, community service programs, and advancement areas by going to www.GFWC.org and printing it.

- 11) Activities your club has accomplished but not specifically listed under partnerships should be reported in the collaboration report.
- 12) There is absolutely NO cross reporting or double reporting permitted. You must choose the area to report each project your club accomplishes and should never report the same project in two or more areas.
- 13) Give credit where credit is due and don't stretch the truth.
- 14) All supporting materials like pictures and media coverage should go into your Publicity Book Contest entry under Public Affairs Advancement (Communications and Identity).
- 15) Individual member accomplishments are NOT reportable unless:
 - a. Your club votes to support their efforts in some way.
 - b. Your club voted to undertake the project they worked on alone.
- 16) Have a club reporting workshop/party to make it easier on everyone. Serve pizza while you go through your club minutes, newsletters, etc., to make sure that everything is included. This is a great way to discuss projects and see if you want to continue them or move into another direction. Remember that report writing can be a new, interesting, and important process helping your club members grow, learn and expand their horizons.

REPORTING TIPS FROM CURRENT GFWC CHAIRMEN FOR THE CLUBS

- BE POSITIVE. Even if you only accomplished a few things, work very hard to find a way to describe them in a positive manner. Some chairmen only name or list the projects their club participated in and did not write a narrative. In most cases, it would have been much better if they had explained what some of the projects are. Please remember that state chairmen may not be familiar with your club, so providing explanations and details is important.
- Emphasis should be on what the club did, not what the chairman did. Your last paragraph can be entitled "Work done by the Chairmen," and can include things like: communication efforts throughout the reporting year; displays set up at meetings; workshops at meetings.
- Read and become familiar with the *GFWC Club Manual* pages that pertain to your area for accuracy in what you include in your report regarding a specific program area. Work hard to describe the projects so they fit each area as closely as possible.
- When reporting on joint projects, whether it is another GFWC club or district or an outside organization, please try to include statistics regarding their member participation and contribution to the project.
- If a club member serves on another organization's board of directors, she must be representing the club in order to include her volunteer hours. Merely serving on an outside board does not automatically make it a club project.

- If your club used resources that were listed in the *GFWC Club Manual*, please let us know. GFWC can use this information to document to sponsoring organizations that their money is being well spent.
- As with protocol, grammar, spelling, and punctuation will never go out of style. Read your report. Put it down. Read it forwards and backwards to catch spelling mistakes. Read it through again to check for grammar. Have a friend read it if in doubt. Remember, your computer does not check for content.
- If in doubt, please reach out to your state, GFWC chairmen or GFWC for guidance.

SPECIFIC GUIDELINES FOR STATE CHAIRMEN

- 1) To be eligible for an award given at the GFWC Annual International Convention, all state chairmen must submit a report to their GFWC Chairmen counterparts by March 15 annually. You can find these names and addresses in the current *GFWC Club Manual* and by contacting GFWC at GFWC@GFWC.org.
- 2) Narratives must be submitted on the 2010-2012 GFWC Reporting Form to be judged for an award. Statistical pages are great, but we need the narrative information to judge. These narratives should include all of the wonderful projects and programs done by your clubs in the state.
- 3) State narratives may not exceed three pages, single spaced. Please do NOT use a font type that is too small to read legibly.
- 4) Read and become familiar with the *GFWC Club Manual* that pertain to your area so you are accurate in what you include in your report. Work hard to describe your state's club projects so they fit as closely as possible.
- 5) Some state chairmen may also choose to send a copy of their reports to GFWC, but remember GFWC does NOT forward these reports to the GFWC chairmen. As a state chairman, you are responsible for sending them to the appropriate GFWC national chairmen.
 - a. Fax: 202-835-0246
 - b. Mail: 1734 N Street NW, Washington DC 20036-2990
 - c. E-mail: GFWC@GFWC.org
 - d. Online: www.GFWC.org.

REPORTING TIPS FROM CURRENT GFWC CHAIRMEN FOR THE STATE CHAIRMEN

- Use the 2010-2012 GFWC Reporting Form. This may change from one administration to another and you may not be giving the correct information if you use last administration's form.
- When reporting your clubs who have participated in a project, please provide a specific number. For example: five clubs held candidate forums.
- When reporting clubs that have helped other organizations, be specific about what they have done. For example: eight clubs donated to Fisher House, five donated money, and three donated food.

- It is easier to judge reports if the state chairman does not list each club separately, but compiles all of the same projects together. For example: 12 clubs reported working with their veterans hospitals. Then you can list what each club did for the veterans.
- BE POSITIVE. If you have 20 clubs in your state and five reported to you, start your narrative like this: Five outstanding clubs reported in this area, instead of saying: I was disappointed to only receive five reports out of 20 clubs. Even if you only received a few reports, find two or three projects or programs that are outstanding in each area and describe in detail in a very positive manner. When describing an outstanding project you may include the club's name as GFWC loves to be able to give a club credit for outstanding work. Be sure to BOLD the club's name so it stands out.
- Some state chairmen only name or list projects clubs participated in and did not write a narrative. In most cases, it would have been much better if they had explained some of the projects. Please remember that the GFWC national chairmen are not familiar with your state or clubs, so your explanations and details are important.
- Emphasis should be on what the clubs did, not what the state chairman did. Your last paragraph can be entitled "Work done by the Chairmen," and can include things like: communication efforts throughout the reporting year; displays set up at state meetings; workshops at state meetings.
- On the National level, GFWC gives one \$50 club award annually in each of our special projects, GFWC Community Service Programs (collaboration and partnership), and GFWC Advancement Areas to the "Best of the Best". To be eligible, the state chairman must include a copy of the entire report she has chosen as the "best of the best" in her state. This report should include statistics for the club:
 - Number of members
 - Number of hours
 - Number of participating members
 - Number of projects

These pages do not count towards the state chairman's three pages of narrative. Submit only one report. The GFWC national chairmen will not choose the winner for you.

- Read and become familiar with the *GFWC Club Manual* section that pertains to your area for accuracy in what you include in your report regarding a specific program area. Describe projects so they fit each area as closely as possible.
- Total all statistics and include them in your report. Some states only send a copy of the club reports. While these are used for statistical purposes, they are not judged for an award on the national level.
- Do not send a separate junior and general report. Each state gets one report and the activities and statistics should be combined. If there are separate junior and general chairmen, these chairmen should work together to produce one fantastic report.

- When reporting on joint projects, whether it is another GFWC club or district or an outside organization, please try to include statistics regarding their member participation and contribution to the project.
- If a club member serves on another organization's board of directors, she must be representing the club in order to include her volunteer hours. Merely serving on an outside board does not automatically make it a club project.
- If your clubs used resources that were listed in the *GFWC Club Manual*, please let us know. GFWC can use this information to document to sponsoring organizations that their money is being well spent.
- As with protocol, grammar, spelling, and punctuation will never go out of style. Read your report. Put it down. Read it from end to beginning to catch spelling mistakes. Read it through again to check for grammar. Have a friend read it if in doubt. Remember, your computer does not check for content.
- If in doubt, please reach out to your GFWC national chairmen or GFWC for guidance.