



# GFWC Reporting Guidelines: Sample Narratives

## *2010-2012 Club Manual*

### **SPECIFIC GUIDELINES FOR CLUBS**

#### *GFWC is a Community Service Organization*

At the 2009 GFWC Annual International Convention, delegates voted to change the word “Departments” to Community Service Programs to better reflect what GFWC members do and how we work.

#### *The Six Community Service Programs*

- Arts
- Conservation
- Education
- Home Life
- International Outreach (changed from International Affairs)
- Public Issues (changed from Public Affairs)

#### *Community Service Program Chairmen*

**Each Community Service Program has two chairmen.**

The **Collaboration Chairman** will handle any community service project that a GFWC club conceives, develops, and implements without the cooperation or input from any GFWC national partner. Clubs and states will report all projects that do not involve any GFWC partner to the Collaboration Chairmen who will share outstanding club inspired projects with our clubs. They will also provide the “nitty-gritty” details of exactly how to do exciting projects and programs, which they will get from the narrative reports. One of the best things that GFWC clubs do is network, and we like to share ideas that work.

The **Partnership Chairman** will be the liaison between our national partners and our members. Clubs and states will report all projects that involve any organization with which GFWC has a partnership and whom provides resources to our clubs to the Partnership Chairman. A list of each partner organization is listed on the next page and in the *GFWC Club Manual*, which are also available online at [www.GFWC.org](http://www.GFWC.org).

## **Do we have to have two chairmen for each of the six Community Service Programs?**

No. States and clubs may choose whether to have one or two chairmen.

Reporting will be easier now. No more referring to a chart or trying to figure which of the two programs in each of the six departments you should report under. No more trying to decide where a club project fits best. Now, all you have to do is two reports, one for Collaborations and one for Partnerships in each of the six Community Service Programs.

If you have a Collaboration Chairman and Partnership Chairman, they each report only in her area. If your club chooses to have only one chairman, that chairmen must divide the work into two separate reports using the following rules:

- If your project is NOT undertaken with one of the organizations listed under **GFWC Partnership Organizations**, it is reported in the Collaboration report.
- If your project is done in “partnership” with one of the organizations listed under **GFWC Partnership Organizations**, it is reported in the Partnership report.

### *GFWC Partnership Organizations*

#### **Arts**

If you work with the American Mural Project or VSA, report those efforts in Arts Partnerships. ANYTHING else your state or club does in Arts, will go in your Arts Collaboration report.

#### **Conservation**

If you work with The Humane Society or Keep America Beautiful, report those efforts in Conservation Partnerships. ANYTHING else your state or club does in Conservation will go in your Conservation Collaboration report.

#### **Education**

If you work with The American Library Association, Mentoring USA, or Reading Rockets, report those efforts under Education Partnerships. ANYTHING else your state or club does in Education will go in your Education Collaboration report.

#### **Home Life**

If you work with the Alzheimer’s Association, Canine Companions for Independence, Easter Seals, Habitat for Humanity, March of Dimes Birth Foundation, National Lung and Blood Institute, National Osteoporosis Foundation, or Women’s Institute for a Secure Retirement, report those efforts in Home Life Partnerships. ANYTHING else your state or club does in Home Life will go in your Home Life Collaboration report.

## **International Outreach**

If you work with CARE, Heifer Project International, INMED Partnerships for Children, Operation Smile, Plan USA, U.S. Fund for UNICEF, or the United Nations Association of the United States of America, report those efforts in International Outreach Partnerships. ANYTHING else your state or club does in International Outreach will go in your International Outreach Collaboration report.

## **Public Issues**

If you work with the Coalition Against Bigger Trucks, National Disaster Search Dog Foundation, National Safety Council, Safe Kids USA, Sew Much Comfort, or the Women in Military Service for America Memorial Foundation, report those efforts in Public Issues Partnerships. ANYTHING else your state or club does in Public Issues will go in your Public Issues Collaboration report.

## *Special Projects and Advancement Areas*

GFWC Signature Project: Domestic Violence Awareness and Prevention and the GFWC Juniors' Special Project: Advocates for Children (which is NOT just for Juniors), as well as the Advancement areas of Fundraising, Leadership, Membership, Public Affairs (Communications and Identity & Legislation and Public Policy), and Women's History and Resource Center are NOT divided when reporting.

## *Using the Current 2010-2012 GFWC Reporting Form*

This assists GFWC in calculating the statistical information from all the clubs and states, providing valuable information needed to obtain grants and sponsorships. You must use the 2010-2012 Reporting Form when reporting if you wish to be considered for awards.

Narratives are important for they give valuable information about your projects not found on the statistical form. Submit one narrative for each area you are reporting in if you wish to be considered for awards.

"Sample" narrative reports are provided on the next following pages. While you do not have to use these forms, please do provide the same information at the top of each narrative report.

Cross Reporting is not allowed. Find the best place to report your club's efforts and do not repeat on either the statistical report or in the narratives.

Can individual member's efforts be reported? The simple answer is no. The only way you can legally or honestly report individual member's efforts is to have that member ask the club for support. Support means either a financial donation from the club's treasury or the enlistment of additional members' time and talents to help with a project. Additionally, your club must vote to make these "individual" efforts a "club" effort or reporting it is just plain "fudging" your reports.

# GFWC COMMUNITY SERVICE PROGRAM REPORT

## Arts *Partnership*

Date \_\_\_\_\_

GFWC (State) \_\_\_\_\_

GFWC (Club Name) \_\_\_\_\_

Prepared by: (Club chairman's name) \_\_\_\_\_

Contact information (for Club chairman):

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Number of members in club \_\_\_\_\_ Number of club members participating \_\_\_\_\_

Total number of projects/programs \_\_\_\_\_ Total number of Hours \_\_\_\_\_

Total \$ raised \_\_\_\_\_ Total \$ of "in kind" items donated \_\_\_\_\_

### American Mural Project

Hours \_\_\_\_\_ Programs/Projects \_\_\_\_\_ \$ Raised \_\_\_\_\_ \$ "In Kind" Donations \_\_\_\_\_

Tell about the projects that fit this category. Try to include who, what, where, when, how for each major project. Be as specific as you can. For example:

- 1) Our club promoted membership in the American Mural Project by raising and donating \$6 per member (a suggested amount, as the mural is six feet deep).
- 2) Our club joined other GFWC clubs and collected \_\_\_\_\_ (#) watches to fill a tall plastic container attached to the mural to represent the time given by American volunteers.

### Very Special Arts (VSA)

Hours \_\_\_\_\_ Programs/Projects \_\_\_\_\_ \$ Raised \_\_\_\_\_ \$ "In Kind" Donations \_\_\_\_\_

Tell about the projects that fit this category. Try to include who, what, where, when, how for each major project. Be as specific as you can. For example:

- 1) Our club donated \$ \_\_\_\_\_ to VSA to help create more opportunities for individuals with disabilities to participate in mainstream society.
- 2) Our club watched the VSA Arts in Action Video as a club program during National Art Month.

Note: You have two pages for this narrative report (single spaced, 10-point font) to report. Do NOT add supporting materials, like flyers, pictures, and program booklets.

# GFWC COMMUNITY SERVICE PROGRAM REPORT

## Arts *Collaboration*

Date \_\_\_\_\_

GFWC (State) \_\_\_\_\_

GFWC (Club Name) \_\_\_\_\_

Prepared by: (Club chairman's name) \_\_\_\_\_

Contact information (for Club chairman):

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Number of members in club \_\_\_\_\_

Number of club members participating \_\_\_\_\_

Total number of projects/programs \_\_\_\_\_

Total number of Hours \_\_\_\_\_

Total \$ raised \_\_\_\_\_

Total \$ of "in kind" items donated \_\_\_\_\_

Number of members in club \_\_\_\_\_

Number of club members participating \_\_\_\_\_

Total number of projects/programs \_\_\_\_\_

Total number of Hours \_\_\_\_\_

Total \$ raised \_\_\_\_\_

Total \$ of "in kind" items donated \_\_\_\_\_

Tell about the projects that fit this category. Try to include who, what, where, when, how for each major project. Be as specific as you can. For example:

1) Our club took a field trip to the National Museum of African Art, part of the Smithsonian Museum.

# Participating Members \_\_\_\_\_ Hours \_\_\_\_\_ \$ Raised \_\_\_\_\_ \$"In Kind" Donations \_\_\_\_\_

2) Our club donated \$ \_\_\_\_\_ to our state's Youth Art Fund to help provide monetary prizes for students in middle and high schools.

# Participating Members \_\_\_\_\_ Hours \_\_\_\_\_ \$ Raised \_\_\_\_\_ \$"In Kind" Donations \_\_\_\_\_

3) Our club participated in a town Art in the Park celebration. We provided the materials and instructions for an easy but fun craft for anyone attending.

We had over \_\_\_\_\_# children participate by making this craft.

# Participating Members \_\_\_\_\_ Hours \_\_\_\_\_ \$ Raised \_\_\_\_\_ \$"In Kind" Donations \_\_\_\_\_

Note: You have two pages for this narrative report (single spaced, 10-point font) to report. Do NOT add supporting materials, like flyers, pictures, and program booklets.

**GFWC SPECIAL PROJECT REPORT**

*Signature Project: Domestic Violence Awareness and Prevention*

Date \_\_\_\_\_

GFWC (State) \_\_\_\_\_

GFWC (Club Name) \_\_\_\_\_

Prepared by: (Club chairman's name) \_\_\_\_\_

Contact information (for Club chairman):

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Number of members in club \_\_\_\_\_

Number of club members participating \_\_\_\_\_

Total number of projects/programs \_\_\_\_\_

Total number of Hours \_\_\_\_\_

Total \$ raised \_\_\_\_\_

Total \$ of "in kind" items donated \_\_\_\_\_

Tell about the projects that fit this category. Try to include who, what, where, when, how for each major project. Be as specific as you can. For example:

- 1) Our club worked with our local Domestic Violence Shelter to create a "Dress for Success" closet for women in the shelter who left home with only the clothes they were wearing, who needed a professional wardrobe for work. We placed an ad in the local paper and collected donations from the community. We sorted through the donations, creating a closet organized by size and type.

# Participating Members \_\_\_\_\_ Hours \_\_\_\_\_ \$ Raised \_\_\_\_\_ \$"In Kind" Donations \_\_\_\_\_

- 2) Our club worked with the shelter on a Domestic Violence Vigil – providing candles, music, refreshments and a printed program.

# Participating Members \_\_\_\_\_ Hours \_\_\_\_\_ \$ Raised \_\_\_\_\_ \$"In Kind" Donations \_\_\_\_\_

Note: You have two pages for this narrative report (single spaced, 10-point font) to report. Do NOT add supporting materials, like flyers, pictures, or program booklets.