



Revision History

2010-2012 GFWC Club Manual

GFWC 2010-2012 ADMINISTRATION			
<i>Date of Change</i>	<i>Outline/Guide/Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
7/28/11	2010-2012 Administration Directory	N/A	A revised version of the 2010-2012 Administration Directory was posted, which includes the following updates: <ol style="list-style-type: none"> 1. Mary Taylor Jacobs was removed from the Junior Executive Committee listing. 2. Shirley Gomes has replaced Gloria Leveillee on the Resolutions Committee.
7/5/11	Administration Calendar	N/A	A revised version of the Administration Calendar was posted.
1/28/11	2010-2012 Administration Directory	N/A	Changed the name of the “2010-2012 Board of Directors List” to “2010-2012 Administration Directory.”
10/6/10	2010-2012 Administration Directory (Formerly titled “2010-2012 Board of Directors List”)	10	Added an asterisk (*) next to the name of GFWC International Past President Phyllis V. Roberts to mark that she is deceased.
9/14/10	President’s Letter	1	<ol style="list-style-type: none"> 1. Increased resolution of emblem. 2. Updated letter to reference the 2010-2012 <i>GFWC Club Manual</i> matrix, a chart that provides a detailed listing of the information contained in the various sections of the <i>Club Manual</i>—and the variety of methods to access this information (i.e. online, CD-Rom, etc.).

YOUR ORGANIZATION			
<i>Date of Change</i>	<i>Outline/Guide/Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
6/7/11	Know Your Organization	N/A	Made minor formatting edits to reduce the number of pages from six to four.
6/7/11	Governance and Management Structure	N/A	Made minor formatting edits to reduce the number of pages from seven to five.
4/7/11	Governance and Membership Structure	7	Updated GFWC Membership Structure diagram.

ADVANCEMENT GUIDES			
<i>Date of Change</i>	<i>Outline/Guide/Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
1/20/12	WHRC Advancement Guide	7	Deleted sentence stating that GFWC is a member of the Dupont Kalorama Museums Consortium, as GFWC chose not to renew its membership for 2012.
9/8/11	Fundraising Advancement Guide	14	Added an updated version (v.4) of the Fundraising Advancement Guide online, which included a new Grounds for Change e-mail address.
9/3/11	Membership Advancement Guide	4-6	Replaced v.1 of the <i>Membership Advancement Guide</i> with v.4, which included an updated table of contents.
2/16/11	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Added the text, “(Communications, Identity, Public Relations, and Public Policy)” after the “GFWC Public Affairs Advancement Guide” link to make searching for this Advancement Guide easier.

COMMUNITY SERVICE PROGRAMS AND SPECIAL PROJECTS			
<i>Date of Change</i>	<i>Outline/Guide/Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
2/3/12	International Outreach Community Service Program	1, 5	Page 1: Updated contact information for community service program collaboration chairman. Page 5: Updated INMED phone number.
10/24/11	Arts Community Service Program	7	Updated and corrected American Mural Project information under the Partner section and saved as a new version (v7).
9/11/11	International Outreach Community Service Program	8-9	Updated INMED content, including contact information.
2/13/11	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Updated the Community Service Program and Special Project links so that they direct users to web pages on each topic with links to PDFs of the outlines.
2/1/11	Public Issues Community Service Program	1	Updated Public Issues Community Service Program outline with v.5, which included GFWC Public Issues Community Service Program Partnership Chairman Carol Waters’ contact information.

COMMUNITY SERVICE PROGRAMS AND SPECIAL PROJECTS			
<i>Date of Change</i>	<i>Outline/Guide/Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
1/31/11	Education Community Service Program	1	Replaced Education Community Service Program outline with v.5, which included updated contact information for the new GFWC Education Community Service Program Partnership Chairman Joan Wesolowski.
1/6/11	International Outreach Community Service Program	6	Replaced International Outreach Community Service Program outline with updated version, which excludes a collaboration blurb that could have been deemed as offensive by some, and a family refuge center blurb that was related to our Signature Project: Domestic Violence Awareness and Prevention, rather than the International Outreach Community Service Program.
10/6/10	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Added a list of GFWC Program Partners, so that members could more easily access these rather than opening each Community Service Program and Special Project outline.
10/6/10	Juniors' Special Project: Advocates for Children	6	The sub-head, " <i>Governmental Resources</i> " was changed to " <i>Governmental.</i> "
10/6/10	Juniors' Special Project: Advocates for Children	5	The sentence, "Below are different ways in which EMSC would like to see GFWC members become involved" was changed to "Below are various ways that GFWC members can support EMSC."
10/5/10	Juniors' Special Project: Advocates for Children	5	Corrected phone number and email address for National Foster Parent Association.

REPORTING			
<i>Date of Change</i>	<i>Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
2/13/11	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Removed Reporting forms from Club Manual page, and added a link to the Reporting page at www.GFWC.org/Reporting .

AWARDS, CONTESTS, AND GRANTS			
<i>Date of Change</i>	<i>Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
9/11/11	Awards, Contests, and Grants Guide	25-32	Clarified contest rules.
9/11/11	Awards, Contests, and Grants Guide	4	Deleted WISER contest information.

FORMS			
<i>Date of Change</i>	<i>Outline/Guide/Section</i>	<i>Page(s)</i>	<i>Description of Change(s)</i>
2/13/11	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Removed forms from Club Manual page, and added a link to a separate Forms page under www.GFWC.org/GFWCMembers .
12/1/10	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Added In-Kind Donation Guide to forms section.
12/1/10	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Added Copyright Waiver to forms section.

CLUB MANAGEMENT			
<i>Date of Change</i>	<i>Outline/Guide/Section</i>	<i>Page</i>	<i>Description of Change(s)</i>
2/16/11	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Add <i>Parliamentary Procedure</i> guide
1/28/11	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Added new Club Management section, which includes valuable information to assist members in running their club.
1/28/11	<i>Club Manual</i> web page (www.GFWC.org/ClubManual)	N/A	Added <i>Protocol</i> guide