



Reporting for State, Region, and National Leaders

2010-2012 Reporting Guidelines

INFORMATION FOR

- Executive Committee Members
- Region Presidents
- State Presidents
- State Directors of Junior Clubs
- GFWC Chairmen
- State Chairmen

SPECIFIC GUIDELINES FOR EXECUTIVE COMMITTEE MEMBERS AND REGION PRESIDENTS

Members of the Executive Committee and Region Presidents submit an annual report to GFWC.

Annual Report

- 1) The Annual Report is a typed report, with a maximum of three pages, singled-spaced, and the information in this report is intended to be used in GFWC publications and promotions, and provided to the Archives.
- 2) The Annual Report is sent to the International President and the GFWC Programs Department.
- 3) Annual Report shall be postmarked no later than April 1, or may be sent via e-mail by April 1.

SPECIFIC GUIDELINES FOR STATE PRESIDENTS AND STATE DIRECTORS OF JUNIOR CLUBS

State Presidents and State Directors of Junior Clubs submit two types of reports:

- Annual Report | Submitted to GFWC by April 1
- Administration Report | Submitted to GFWC by April 12, 2012

Annual Report

- 1) The Annual Report is a typed report, with a maximum of three pages, singled-spaced, and the information in this report is intended to be used in GFWC publications and promotions, and provided to the Archives.

- 2) The Annual Report is sent to the International President and the GFWC Programs Department.
- 3) Annual Report shall be postmarked no later than April 1, or may be sent via e-mail by April 1.

Administration Report

- 1) The Administration Report is a 150 word report, which is published in the *GFWC Clubwoman Magazine* at the end of each administration.
- 2) The Administration Report must be sent to the GFWC Programs Department by April 12, 2012, to be included in the 2010-2012 administration report.

SPECIFIC GUIDELINES FOR GFWC CHAIRMEN

GFWC Reporting

- 1) Narratives must be submitted with completed GFWC Reporting Form.
- 2) Narratives may not exceed three pages, single spaced.
- 3) Submit one copy of completed GFWC Reporting Form, plus narrative, to the Second Vice-President and two copies to GFWC Headquarters postmarked no later than April 1 (annually).
- 4) Send a list of award winners to the Second Vice-President and appropriate GFWC staff liaison by April 12 annually, if applicable.

Administration Report

- 1) The Administration Report is a 150 word report, which is published in the *GFWC Clubwoman Magazine* at the end of each administration.
- 2) The Administration Report must be sent to the GFWC Programs Department by April 12, 2012, to be included in the 2010-2012 administration report.

General Guidelines for GFWC Awards

- 1) Award categories for each two-year administration are determined by the Executive Committee.
- 2) Award categories are printed in *GFWC Clubwoman Magazine* at least once per administration.
- 3) The Executive Committee shall have the authority to realign the award categories mid-administration in the event of extensive membership changes

SPECIFIC GUIDELINES FOR STATE CHAIRMEN

GFWC Reporting

- 1) Narratives must be submitted with completed GFWC Reporting Form.
- 2) Narratives may not exceed three pages, single spaced.

- 3) Submit one copy of completed GFWC Reporting Form, plus narrative, to the appropriate national GFWC Chairman.
 - a) If you do not have a 2010-2012 Administration Directory with contact names for GFWC chairmen, please contact GFWC@GFWC.org or 202-347-3168 to have this information sent to you via e-mail or regular mail. The GFWC chairmen are also listed in the Community Service Programs, Special Projects, and Advancement Guides in the *GFWC Club Manual*, which can be found at www.GFWC.org/ClubManual.
 - b) Your GFWC Reporting Form and information must be postmarked no later than March 15 (annually).
 - 4) Submit one “best of the best” club report for entry into the \$50 creativity award, if appropriate.

SPECIFIC GUIDELINES FOR STATE JUNIOR CHAIRMEN

GFWC Reporting

- Check with your State Federation’s reporting requirements for specific information.