



# GFWC Reporting Guidelines for 2008 -2010

## GENERAL GUIDELINES (FOR ALL MEMBERS)

1. Activities listed in GFWC programs/projects should be reported in the appropriate program/project area.
2. Activities not listed in GFWC program materials should be reported in the program/project area which most closely relates to the activity.
3. Use the GFWC Report Form (provided under the Forms tab of the 2008-2010 Club Manual or found online at [www.GFWC.org/Reporting](http://www.GFWC.org/Reporting)).
4. Annual reporting period is Jan. 1 through Dec. 31, of each year.
5. No cross reporting is permitted.
6. Narratives must be typed.
7. Narrative descriptions should support statistical information provided on the Report Form and succinctly describe the program/project.

## SPECIFIC GUIDELINES FOR CLUBS

1. Report hours spent by each member in approved club programs/projects ONLY. (Participation in and travel time to and from regular club meetings should not be included).
2. Narratives are optional but greatly increase chances of recognition.
3. Narratives may not exceed two pages, single spaced.
4. Adhere to your state federation's reporting deadlines.
5. Submit one copy of completed GFWC Report Form, plus narratives if applicable, to your appropriate state program/project chairman AND one copy to GFWC, Program Dept., 1734 N ST NW, Washington, DC 20036-2990.

## SPECIFIC GUIDELINES FOR STATE CHAIRMEN

1. Narratives must be submitted with completed GFWC Report Form.
2. Narratives may not exceed three pages, single-spaced.
3. Submit one copy of completed GFWC Report Form, plus narrative, to the appropriate national GFWC Chairman (see the Directory under the 2008-2010 Administration tab for national chairmen's mailing addresses) postmarked no later than March 15 of the reporting year.

## SPECIFIC GUIDELINES FOR STATE JUNIOR CHAIRMEN

1. Narratives must be submitted with completed GFWC Report Form.
2. Narratives may not exceed three pages, single spaced.
3. Submit one copy of completed GFWC Report Form, plus narrative, to the appropriate state chairman by deadline established by your state federation.





# GFWC Reporting Guidelines for 2008 -2010

## **SPECIFIC GUIDELINES FOR GFWC CHAIRMEN**

1. Narratives must be submitted with completed GFWC Report Form.
2. Narratives may not exceed three pages, single spaced.
3. Submit one copy of completed GFWC Report Form, plus narrative, to the GFWC Second Vice-President AND two copies to GFWC Headquarters postmarked no later than April 1 of the reporting year.
4. Send a list of award winners to the GFWC Program Department by April 12 annually, if applicable.
5. Submit a 150 word report by April 12, 2010, to the GFWC Program Department to be included in the 2008-2010 administration report.

## **SPECIFIC GUIDELINES FOR GFWC EXECUTIVE COMMITTEE, STATE PRESIDENTS, STATE DIRECTORS OF JUNIOR CLUBS, REGION PRESIDENTS**

1. Narratives must be submitted with completed GFWC Report Form.
2. Narratives may not exceed three pages, single spaced.
3. Submit two copies of completed GFWC Report Form, plus narrative, to the GFWC Program Department at GFWC Headquarters postmarked no later than April 1 of the reporting year.
4. Submit a 150 word report by April 12, 2010, to the GFWC Program Department to be included in the 2008-2010 administration report (State Presidents and State Directors of Junior Clubs only).

## **GENERAL GUIDELINES FOR GFWC AWARDS**

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





# Reporting Form

## GFWC REPORT FORM ANNUAL REPORTING PERIOD: JANUARY 1-DECEMBER 31

### 1. REPORT SUBMITTED BY (SELECT ONE)

Please Check ONE:

- General Club
- Junior Club
- Juniors Club
- District
- State

Name of Club/District \_\_\_\_\_

Name of State \_\_\_\_\_

Name of Club/District/State \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

### 2. FORM PREPARED BY

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

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

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

Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### 3. TELL US WHAT YOU DID

- Adhere to all 2008-2010 GFWC Reporting Guidelines in the GFWC Club Manual
- Activities listed in GFWC programs and projects should be reported in the appropriate program or project area on the chart below
- Activities not listed in GFWC programs should be reported in the program or project area that most closely relates to it
- Narratives are optional, but they may enhance chances of recognition
- If you submit a narrative description of your project or activity, please check the "narrative enclosed" box for that program area and attach the narrative to this Report Form
- Narratives may not exceed two pages for clubs or three pages for states and must be typewritten, single-spaced.
- No cross reporting permitted

2008-2010 GFWC ADMINISTRATION		NUMBER OF PROGRAMS OR PROJECTS	NUMBER OF MEMBERS PARTICIPATING	VOLUNTEER HOURS	DOLLARS DONATED	DID YOU INCLUDE A NARRATIVE?
DEPARTMENT	PROGRAM					
Arts	Arts in the Community					
Arts	Creative Arts					
Conservation	Beautification in the Community					
Conservation	Resource Conservation in the Community					
Education	Education in the Community					
Education	Focus on Literacy					
Home Life	Helping Hands in the Community					
Home Life	Focus on Health					



2008-2010 GFWC ADMINISTRATION		NUMBER OF PROGRAMS OR PROJECTS	NUMBER OF MEMBERS PARTICIPATING	VOLUNTEER HOURS	DOLLARS DONATED	DID YOU INCLUDE A NARRATIVE?
Home Life	Focus on Financial Issues					
International Affairs	Reaching Out Internationally					
International Affairs	United Nations					
Public Affairs	Citizenship in Action					
Public Affairs	Focus on Community Safety					

2008-2010 GFWC SPECIAL PROJECTS	NUMBER OF PROGRAMS OR PROJECTS	NUMBER OF MEMBERS PARTICIPATING	VOLUNTEER HOURS	DOLLARS RAISED/ DONATED	DID YOU INCLUDE A NARRATIVE?
Advocates for Children (Juniors Special Project)					
Communications and Public Relations					
Domestic Violence Awareness					
Fundraising					
Leadership					
Legislation and Public Policy					
WHRC					

2008-2010 GFWC ADMINISTRATION	NUMBER OF PROGRAMS OR PROJECTS	NUMBER OF MEMBERS PARTICIPATING	VOLUNTEER HOURS	DOLLARS RAISED	NUMBER OF MEMBERS		NUMBERS OF NEW MEMBERS BETWEEN JAN 1 - DEC 31	NUMBER OF MEMBERS LOST BETWEEN JAN 1-DEC 31	DID YOU INCLUDE A NARRATIVE
					JAN 1	DEC 31			
Membership									

#### 4. COPY YOUR REPORT FOR YOUR OWN CLUB, DISTRICT, OR STATE RECORDS

#### 5. COPY AND SUBMIT YOUR REPORT TO THE FOLLOWING

CLUBS	STATES
<ul style="list-style-type: none"> <li>One copy of this form, plus narrative if applicable, to the appropriate state chairman AND</li> <li>One copy to: GFWC, Program Dept., 1734 N ST NW, Washington, DC 20036-2990</li> </ul>	<ul style="list-style-type: none"> <li>One copy of this form, plus narrative, to the appropriate GFWC Chairman, postmarked no later than March 15 (annually).</li> </ul>

Please accept our sincere thanks for your participation in GFWC programs, projects, and contests and for telling us what you did! Please contact the GFWC Program Department at GFWC Headquarters with any questions: 202/347-3168 or [Programs@GFWC.org](mailto:Programs@GFWC.org)

**Find this form online at [www.GFWC.org/Forms](http://www.GFWC.org/Forms)  
or report online at [www.GFWC.org/Reporting](http://www.GFWC.org/Reporting)**

