

GFWC-WI REPORTING PROCEDURES for the 2008 – 2010 ADMINISTRATION

The reporting process has not changed. The Reporting Guidelines in your GFWC manual instruct you to send one copy to GFWC and one copy to the appropriate state chairman. **To make it simpler for you, we are asking that each club send one copy of its report/narratives directly to GFWC and multiple copies (as listed below) to GFWC-WI 2nd Vice President Ellen Weber, who will distribute them to the state leadership team for you.**

Reporting is such an important and critical part of your club work – we appreciate the time and effort it takes each year and thank you for continuing to provide the information required.

- GFWC Report Forms for 2008 – 2010 are available at the GFWC website (www/gfwc.org) and in the GFWC manual provided to each club president. Copies of the What to Report & Where and Guidelines are also listed on the website for Wisconsin (www/gfwc-wi.org) under Club Manual.
- Report hours spent by each member in approved club programs/projects ONLY. (Participation in and travel time to/from regular club meetings should not be included).
- Narratives are optional and not needed for each program, but greatly increase chances of recognition for state and national awards.
- ALL programs should be reported on ONE statistical form. Narratives for each reporting category must be typewritten and may not exceed 2 pages, single spaced, and should all be attached to the ONE statistical form.
- On the top of each page of the narrative, you MUST include the club name, department or program name, and the name/phone number/email address of the person submitting the report.
- **Reports must be postmarked no later than Friday, January 25, 2009 and January 25, 2010.**
- Submit one copy of the completed GFWC Report Form (plus any narratives) to GFWC, Dept. P, 1734 N St., NW, Washington, DC 20036.

- **General Clubs are to submit 4 copies** of the completed GFWC Report Form (plus narratives) to GFWC-WI 2nd Vice President Ellen Weber, 2789 Theatre Rd., Williams Bay, WI 53191.
- **Junior Clubs are to submit 5 copies** of the completed GFWC Report Form (plus narratives) to GFWC-WI 2nd Vice President Ellen Weber, 2789 Theatre Rd., Williams Bay, WI 53191.
- **If you reported on line directly to the GFWC**, you still need to send copies of your reporting to 2nd Vice President Ellen Weber. You may send either hard copy or email.
- Keep a copy for your own records as well.
- If you have any questions, please contact Ellen Weber at 262-728-3630 or at weberhaus@charter.net. If you have specific questions about any programs, contact the GFWC-WI chairman for that specific area. Their names are listed in the Club Manual section of the Wisconsin website.