# GFWC - WISCONSIN REPORTING GUIDELINES

## General Rules for Reporting

1. All clubs should make every effort to report, because reporting is the means by which clubs, districts, and the State are able to receive recognition for the tremendous services clubwomen provide to their communities. Reporting is a valuable tool in recording and preserving the history of women.

2. To maximize the impact of both GFWC and GFWC-WI in local communities, clubs should use the plan of work found in the GFWC Club Manual.

3. In compliance with the GFWC Reporting Period, clubs should report on work done between January 1 and December 31 of the most recently completed calendar year.

4. A completed copy of an official GFWC-WI Reporting Form must be included as part of any report submitted by a club. This form is found on the GFWC-WI website. Preferred method will be for each club to print the form, complete, then scan and email to the Second Vice President. If scanning is not possible, one copy should be mailed to the Second Vice President.

5. A completed GFWC-WI Reporting Form shall constitute a full report and shall make a club eligible for an award, provided all other eligibility requirements are met.

6. All clubs should report activities in the appropriate Community Service Program, Advancement Area or Special Program. If a club has a question about which category a specific project should be reported, contact should be made to the GFWC-WI Second Vice President or the GFWC-WI President.

## Eligibility for Awards

1. Clubs must be in good standing with GFWC.

2. Reports must be postmarked on or before February 1.

## Explanation of the Reporting Forms

The Club Information Form and Report Cover Page can be found on the GFWC-WI website. Photocopy the Report Cover Page for each program in which you report.

**Part I: Tell us about your club**

a. Date of Report
b. Name of Club

c. City (please list the city where the club is located or meets, not your city of residence)
d. District
e. Check the box in front of the appropriate membership category (General/Junior)
f. Give the number of club members **on which the club paid dues**

**Part II: Tell us about the person who prepared the report**

a. Name and position in club (e.g., Second Vice President, Club Member)
b. Mailing address of person completing form
c. Phone number of person completing form
d. Email address of person completing form

**Part III: Tell us what you did**

**The Statistical Form:** This form is a simple chart to summarize projects, volunteer hours spent, dollars donated/raised by the club, and dollars donated from in-kind donations. Only ONE Statistical Form should be submitted to the Second Vice President.

**The Narrative:** The narrative allows clubs to more fully describe projects completed and listed on the Statistical Form. Please provide a title for each project and a brief but detailed description of the project including who, what, where, when and why. Include number of members, total volunteer hours, amount donated or raised, and any in-kind donations. Multiple projects in one **program** area can be described on the same page. Only ONE copy of your narrative is necessary. Preferred method of submission is email. Club reports should be submitted to the Second Vice President.

**GFWC-WI Other Reports and Awards**

GFWC-WI sponsors several special-emphasis projects requiring special reports. These projects are listed on the GFWC-WI website. These special projects are promoted by the Special Committee Chairman, including the Community Improvement Program, Fundraising, Leadership, Legislative, Membership, and Communication. If your club wishes to compete for these awards, please use the Cover Page provided on the GFWC-WI website.