

GFWC-WI Fall Workshop

Reporting Seminar

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Agenda

- Establish Objectives
- Frequently Asked Questions
- How to Write an Award Winning Report
- Samples of Reports
- Ten Minute Break
- Breakout Sessions to Write Reports
- Question & Answer Period

Objectives

- Gain knowledge about the purpose of club reports
- Equip each woman with the skills needed to write an effective report
- Have fun learning!

Time to Wake Up!



- 3 volunteers
- Improvisation called
- “Ask the Expert”

Frequently Asked Questions

■ Why write reports?

- It is a history of club's activities
- The GFWC Chairmen and Officers can tell others about great projects
- The Federation can share activities and projects for grants and other clubs to see
- You can use your reports to brag about what your club accomplished
- Your club can prove it does non-profit projects
- Your club can get awards from the State and International levels

Frequently Asked Questions

- Do I have to use a specific Report Form?
 - Yes, you should use the form supplied by GFWC-WI. You will find a copy of the report form on our GFWC-WI website, www.gfwc-wi.org in a few weeks.

Frequently Asked Questions

- Do I use my club year to report activities?
- No, reports are based on the calendar year, January through December. It is OK to estimate what has been accomplished through the end of December.

Frequently Asked Questions

- Can we count any hours volunteered by our members?
- No, clubs report only those hours spent by each member in projects approved by the club. Club approved projects should be in your minutes or are in your club newsletters.

Frequently Asked Questions

- Can a club count the hours and activities of members who run for political office or who support campaigns of those who run?
- No, clubs may support and encourage a member to run for political office. GFWC is a non-partisan organization, so the work must be done as private citizens, not as a club project. GFWC clubs should not show favoritism toward one candidate. Clubs can count hours worked at polling locations and can hold candidate forums as long as all candidates are invited to attend and no favoritism is shown. Clubs can also work on projects with those in political office (seat belt safety, child safety, etc.) as long as the project is adopted by the club, GFWC-WI or GFWC.

Frequently Asked Questions

- Does it matter which category a club reports a project?
 - Yes, which category you report your project in is important! When in doubt, ask yourself what the intent of the project is. That should help you find where it should be reported. You may also ask the Second Vice President if you need help determining the correct category.

Frequently Asked Questions

- What does the term in-kind refer to?
- In-kind is a donation of goods or services, not monetary or cash. The in-kind gift can be new or used goods or services that have a value. If a club purchased materials and donates those materials (not the money), that donation is in-kind with an actual value of what was spent. Gift cards with actual money value are considered the same as cash.

Frequently Asked Questions

- When a club reports what they raised in fundraising and where they donated it in a report, is that cross-reporting?
- No, clubs should report according to the following guidelines: A club raised \$20,000 for several community service projects. The club gave the following amounts to various organizations: \$2,000 to support a local arts project, \$5,000 to March of Dimes, and \$12,000 to a Domestic Violence Shelter. The club will report the \$20,000 raised in the Fundraising Report. They also report the \$2,000 in their Arts Report as “donated”, \$5,000 in the Home Life Report and \$12,000 in their Domestic Violence Report. The money reported in Fundraising are actual dollars raised.

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Time to Clap in Rhythm!

Principles of Good Report Writing

- 1. Know your purpose
- 2. Know your audience
- 3. Choose and organize your content around your purpose and audience

Writing Your Report

- Use paragraphs for readers
- Use language appropriate for readers
- Use action verbs

Avoid the Following

- Too long of sentences
- Negative reporting
- Long noun strings
 - Example: MHS has a *hospital employee relations improvement program*.
 - **Correction:** MHS has a program to improve relations among employees.

Page Layout

- Provide headings that make them noticeable and distinctive
- Choose an appropriate font and size (12 or larger)
- Use emphasis carefully
- Leave ample white space

Project Headings

- Use the heading to help describe the project
- Do not make the project heading too long
- Simple is better!

List Collaborative Partners

- Include any other groups that the club partnered with including
 - Local Government
 - Service Organizations
 - Nonprofit Organizations
 - Professional Groups
 - Businesses

Public Relations

- Did your club get newspaper coverage? Did you submit photos?
- Did you submit an article or press release about your project?
- Consider writing a Letter to the Editor
- Suggest a news story on a local TV station
- Write an article for a local magazine

The Seven C's of Report Writing

- Complete
- Coherent
- Concise
- Concrete
- Courteous
- Clear
- Correct



Complete Your Report

- Using topic sentences
- Using support/evidence
- Have only one main idea in each sentence
- Have only one idea in each paragraph

Coherent

- Organize your writing well
- Your sentences should flow and not “jar” the reader

Concise

- Delete unnecessary words
- Delete trite phrases
- Delete redundancies

Concrete

- Use active sentences vs passive
- Avoid abstract words

Courteous

- Watch the tone (positive vs negative)
- Use tact when writing
- Do not use demeaning or patronizing language
- Do not use sexist or other offensive terminology
- Do not use inappropriate humor
- Be careful not to have an accusatory tone, terse wording or arrogant phrasing when writing

Clear

- Construct clear, unambiguous sentences
- Make sure your subjects and verbs agree and pronoun referents are clear.
- Keep writing free of jargon and acronyms

Correct

- Make sure your writing is mechanically correct

Spelling

Grammar

Usage

Punctuation

Format

Good Report Writing

- Was the project successful?
- Were other organizations or clubs involved?
- What was the need for the project?
- Was the project different, new, special, or creative?
- Who benefitted from the project? The Club, another group, or both?
- Dollars raised, in-kind and hours donated

Good Report Writing

- What were the obstacles and what did the club do to overcome them?
- Who in the club worked on the project?
- 2 members, 25 members or all members?
- How long did it take to do the project? 2 hours or 6 months?

Sample Reports

- What NOT to do:
- Held a fundraiser in the Fall.

Sample Reports

- Name of Project: Fall Festival
- The GFWC Kings Mountain Woman's Club (NC) helps host a community Fall Festival that has been a community tradition for 110 years. A Thanksgiving meal was served to nearly 700, and the 2015 theme was "Freedom Rings". A country store features aprons, pillows, homemade goodies and canned goods. A booklet acknowledging businesses and industries that support the club is given to those in attendance. Volunteers from the community assist with food, serving and clean up while local high school seniors work for community service credit.
- 29 members participated, spending 3,410 hours and giving \$6,801 in donations

Sample Reports

- Name of Project: Arts Council
- Members of the Murfreesboro Federated Woman's Club (NC) supported their Arts Council. The Council is a group of volunteer artists and other individuals who have set up a building in which to teach arts and crafts to young beginning artists. They also work with older adults to learn to knot, crochet, paint and draw.
- 15 members volunteered 115 hours and made donations of \$100 and in-kind donations of \$88.

Sample Reports

- Name of Project: Pansies for Progress
- This is the 7th year our club participated in the case “Pansies for Progress”, Pancreatic Cancer. The funds we raised are 100% donated to research being carried out at the Allstate University in finding a cure for pancreatic cancer. The check for \$3,200 was presented to the Pancreatic Cancer Alliance representative during an event that was held at the university to honor doctors, researchers and those organizations that had contributed to the Pancreatic Cancer Alliance. Sally Smith along with members of the Allstate Woman’s Club went to a wholesale farm in Townsend to select the pansies, some of which had been preordered by members with a specific color in mind. Other pansies were sold in town at a fundraising event in April.
- 42 members / 75 hours / \$3,200 donated

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10 Minute Break

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Breakout Session

Breakout Session

- Each table is assigned a Community Service Program:
 - Arts
 - Conservation
 - Education
 - Home Life
 - International Outreach
 - Public Issues

Breakout Session

- Establish who will be your Table Captain
- Prepare a Club Project
 - Write a paragraph explaining the Special Project
 - Include Who, What, Where, When and How
 - Determine # of Members involved, volunteer hours, \$\$ donated and in-kind \$\$
 - Table Captain will share your Project Report

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Question & Answer

**Thank you and
Happy Reporting!**

