

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.
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 2nd 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 Club Information Form

The Club Information Form and suggested format of Reporting can be found on the GFWC-WI website. Only one Club Information Form is needed with your submission.

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 this 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: Provide information if applicable.

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.

The Narrative: The narrative allows clubs to more fully describe projects completed and listed on the Statistical Form. If the club chooses to write narratives, please provide a heading for each project and provide one short paragraph per project (who, what, where, when, why). More than one project may be submitted on one page, however the projects must all be from the same area (in order to be submitted to the correct area Chairman). Copies of all project 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 include a cover page indicating which area you wish to submit your report to so they are passed along to the correct Committee Chairman.

General Federation of Women's Clubs Awards

Our parent organization, the General Federation of Women's Clubs, sponsors a number of special emphasis awards during each administration, many of which are cash awards. A complete list of these awards can be found in the GFWC Club Manual, which is available for download and printing at www.gfwc.org. There is no cost for the electronic version of the Club Manual. Hard copies of the manual can also be ordered directly from GFWC, either by going to the website under the tab "Marketplace" or by calling a GFWC Membership Associate at 202-347-3168. These awards require a separate report to be submitted during the second year of the administration. Clubs wishing to compete for any of these awards should submit their report to the relevant State Chairman no later than March 1 of the second year of the administration. In the event there is more than one submission, a state winner shall be selected and the report forwarded to GFWC no later than March 15 for judging at the national level.