



REPORTING INFORMATION & INSTRUCTIONS

ALL GFWC-SC REPORTING FORMS will be available on the GFWC-SC.org website under REPORTING/FORMS. The forms are fillable PDFs, may be completed on-line. ***If you have trouble filling out the forms online in their fillable format, please contact me before attempting to make the forms work for you and we will determine how to best proceed.***

A REPORTING & FORMS CHECKLIST is also available online. In your President's Packet, you will find due dates listed on your GFWC-SC REPORTING & FORMS CHECKLIST.

DECEMBER CLUBWOMAN MAGAZINE will have a complete list of named awards for which your club may submit, along with criteria and instructions for each. Once published, the issue of CLUBWOMAN will also be available at GFWC-SC.ORG for reference.

As a GFWC Club, it is expected you will recite the Pledge of Allegiance at each of your meetings. You may also choose to say the Pledge to the State of South Carolina. These activities are simply part of the Opening Ceremonies portion of your meeting agenda and you do not report these.

EACH REPORT SHOULD INCLUDE:

1. A **Separate** completed **GFWC-SC STATE STATISTICAL & NARRATIVE COVER ENTRY FORM** for each report submission. Please submit a report for each project your club completes – the Statistics Only is easy and fast as it requires no narrative.
 - a. Clearly mark report submission type:
 - i. Statistics Only or Stats & Narrative or Stats, Narrative & Addenda.
2. A **Separate concise** narrative for each program report, consisting of a maximum of three (3) single-spaced typed pages. [Do Not Combine Narratives.]
 - a. Only 3 pages of narratives will be considered
 - b. Attach up to 3 pages of Narrative when you send your State Statistical & Narrative Cover Entry Form. Please make sure you clearly label your Narrative with your Club Name and the Program you're are reporting under.
 - c. Please begin your narrative with a line of statistics for each project, example:
 - i. **2 Projects, 25 Volunteer Hours, \$35 In-Kind (if applicable), \$100 Donated**
 1. **This makes it easier for us to compile the Top Ten Projects we send to GFWC.**
3. **Optional Addenda** (supporting documents)
 - a. Addenda are limited to five (5) pages and must be attached only to the report marked 'Narrative with Addendum.'
 - b. Addenda may include photos, handouts, flyers, publicity, screenshots, etc. which may be used to enhance the understanding of your project.
 - c. Only the first 5 pages of addenda will be considered.
 - d. Addenda is NOT sent to GFWC, it is only used to aid in our judging.

If your club chooses not to include a narrative, mark 'Statistics Only' on the cover form. The statistics reported on the cover sheets will be included in the totals for composite state

reports to GFWC. This provides important information as to what our clubs are concerned about so, please complete this at a minimum on every project.

DEFINITIONS

ADDENDA may include photos, handouts, publicity, etc. which help augment the understanding of your narrative and project.

ADVANCEMENT PLANS are the programs and projects clubs initiate to advance their clubs. There are 6 plan areas: **Communication & Public Relations, Fundraising, Leadership, Legislation & Public Policy, Membership, Women's History & Resource Center**

AFFILIATE ORGANIZATIONS such as United Nations Program Shot@Life, Heifer International, St. Jude's Children's Research Hospital, Operation Smile, Hope for Justice, March of Dimes, Canine Companions for Independence, and UNICEF. **PLEASE SHARE IN YOUR NARRATIVE ANY IN-KIND DONATIONS AND VALUE. GFWC HAS ASKED FOR THIS AFTER OUR FORM WAS APPROVED.** (As AFFILIATES do change, for a complete list, refer to the GFWC.org website.) Also complete the SC Affiliate Statistical Form – this is one form to capture ALL the work your club does with any of the Affiliate Organizations.

COMMUNITY SERVICE PROJECTS (CSPs) are the programs and projects club members initiate and participate in to serve their communities, including projects with GFWC Affiliates. There are 5 program areas: **Arts & Culture, Civic Engagement & Outreach, Education & Libraries, Environment, Health & Wellness.**

DOLLARS DONATED is the monetary amount given to programs and projects.

DOLLARS RAISED reflects dollars earned from fundraising and development of programs and projects. Applies to FUNDRAISING ONLY.

DOLLARS SPENT is costs incurred by members, clubs, or state federations to achieve Advancement Plan goals.

IN-KIND DONATIONS reflect the monetary value for goods provided to CSP programs and projects. Please refer to the GFWC In- Kind Donation Guide for an *estimated* value of commonly donated items at <https://www.gfwc.org/wp-content/uploads/2018/08/In-Kind-Donation-Guide-2018.pdf> You may certainly estimate a value you feel best reflects your contribution.

INTENT explains reason for project.

NARRATIVE is the written description wherein you describe the Intent of the Project and the Who, What, When, Where, How and Why of a project.

NUMBER OF PROJECTS is the numerical account of the programs and projects initiated and participated in by your club.

STATISTICS is the Numbers: dollars, hours, members, etc.

VOLUNTEER HOURS is the amount of time that members worked on **Club Approved** programs and projects. EXAMPLE: If a club member or even several separate members donate blood, deliver Meals-On-Wheels, make financial contributions to a charity, etc. it is NOT REPORTABLE. IF your CLUB votes to make a project of volunteering at the food pantry, delivering Meals-On-Wheels, makes a charitable grant or contribution with Club Funds, or go as a group wearing GFWC or Club apparel to donate blood, then that is a **Club Project** and those hours are reportable. REMEMBER: When you have a speaker (or attend a state meeting), you may count volunteer hours for the subject matter (ex: Environment) for each club member attending. Round to nearest hour!

REPORTING CRITERIA

- Clubs should report all activities for each Community Service Program, GFWC Special Program or Advancement Plan.
- All activities reported must be **club-approved projects**.
- A project/program may not be reported in more than one Community Service Program, Special Project and/or Advancement Plan report.
 - Exceptions: President's Special Project & Juniors Special Project
- **Clubs are asked to put "special emphasis" on up to three (3) of their top projects** for each of the Community Service Programs, Advancement Plans and GFWC Special Programs by reporting the "who, what, when, where, how and why" of the project, as well as pertinent statistics for the project. Please be concise.

CERTIFICATES OF AWARD will be given at convention in each of the three (3) General membership categories, (1) Junior membership category, and one (1) Juniorette category, based on the information on the **STATE STATISTICAL & NARRATIVE COVER ENTRY FORM**.

GFWC-SC STATE/DISTRICT AWARD FORM should be filled out to qualify for named awards listed in the December Clubwoman Magazine. Please apply! Again, ***you may copy/paste from your State Statistical & Narrative Cover Entry Form. WE NO LONGER NEED DOLLARS SPENT SO THAT LINE ITEM HAS BEEN REMOVED.*** Carefully read the criteria and apply for the awards for which your Club is eligible, using the statistics compiled and narrative used on your GFWC-SC State Statistics & Narrative Cover Entry Form. Due March 15 but can be sent any time before the due date.

Please submit your Reports with Narrative and Addenda (if applicable) to me via email and please send one email per Program. In other words, if you are completing an Arts and Culture report as well as a Civic Engagement report. Each report (with its narrative if providing) should be in a separate email with the subject line stating Arts and Culture or Civic Engagement.

CLUB CATEGORIES

Based on paid members as of 4/30/21. List of Clubs and Categories in included in the President's Packet and available on the GFWC-SC.org website.

General I: 1-14 Members
General II: 15-29 Members
General III: 30+ Members
Juniors
Juniorette

IMPORANT NOTES on the State Statistical & Narrative Cover Entry Sheet:

Under ADVANCEMENT PLANS:

- Do not report In-Kind
- *Dollars Raised is applicable only to Fundraising.

Under AFFILIATE ORGANIZATIONS:

- Do NOT report Dollars Raised
- Share any In-Kind donations to Affiliates in a statistical line at the beginning or end of your narrative. Example:
 - **2 Projects, 25 Volunteer Hours, \$35 In-Kind, \$100 Donated**
- **AFFILIATE statistics are to be included in the total CSP statistics** and then broken out separately again under AFFILIATE.
 - Rationale is that GFWC needs the total numbers but it also wants just Affiliate information so that they can report to our Affiliates the value of being affiliated with GFWC.

Information on GFWC contests such as Website, Newsletter, Photography, Writing, etc. is included in the packet. This is provided to encourage members to participate in these contests and for you to see criteria before it is published again in December's Clubwoman. Please remind your club members of these contests. We would love to have more entries. Remember: Contest submissions should be submitted first to the STATE CHAIR. Do NOT submit directly to GFWC. Winners at the state level will be sent on to GFWC after our GFWC-SC convention by our state contest chairs.

When you have questions, please text, email, or call. It is part of my job to help you with your reporting. It is NOT a bother; I enjoy hearing from you and getting to know each of you ... please let me help!

Kaye

Kaye Jones

GFWC-SC-2nd Vice President

803-360-8906 clemsongirlkaye@aol.com

P.S. Presidents, please remind your club members to report their ESO reading to Juliet Casper, ESO Chair, by February 1. jcasper9200@gmail.com