

INSTRUCTIONS FOR COMPLETING

THE GFWC VIRGINIA NARRATIVE REPORT FORM, found on page 93 & THE GFWC VIRGINIA AFFILIATE NARRATIVE REPORT FORM, found on page 94

Narrative reports are **optional**. However, to be considered for district and/or state awards, narrative reports **must** be submitted. The electronic version of these forms can be found on the GFWC Virginia Website (www.gfwcvirginia.org).

1. Complete the top section of the form, providing all requested information.

- **For Special Programs, Community Service Programs, Advancement Plans, Fundraising and WHRC, use GFWC Virginia Narrative Report Form.**
- **For Affiliate Organizations, use GFWC Virginia Affiliate Narrative Report Form.**
- Specify the Reporting Area.
- Specify the club name, district, report preparer's name, phone number and email address. This is needed in case additional information is needed by the District or State.
- After composing the narrative (See #2 below), tally all statistics and enter the total number of projects and programs, volunteer hours, number of members participating, dollars donated, and in-kind donations for Community Service Programs, for WHRC and for Affiliate Organizations. For narrative reports for Advancement Plans, tally all statistics and enter the total number of projects and programs, volunteer hours, number of members participating, and dollars spent. For Fundraising and Development, enter number of projects, volunteer hours and dollars raised. Note that the number of members participating should never exceed the total number of members for whom you paid dues in the reportable calendar year.

2. Compose the Narrative Report

- First, refer to the GFWC Club Manual (*online version*) or GFWC Projects At-A-Glance reporting tool to identify the GFWC Special Programs, Community Service Programs, Affiliate Organizations, or Advancement Plans. Report the club activities listed on the GFWC project list for that particular area.
- Next, report the club activities that relate to that particular area, but are not included on the GFWC project lists. For these activities, clubs must choose the GFWC reporting area that is most closely related.
- Describe all pertinent information by telling the story of the who, how, where, when and why. After describing **each** activity, specify the number of members participating, volunteer hours, dollars donated, dollars spent, dollars raised, and in kind donations for that activity.
- Recognize that narrative reports are reviewed at every level and a chairman may not be familiar with an abbreviation that is familiar to you or know what you mean by Comfort Zone Camp or Bright Beginnings. They may know nothing about the organization or a particular project supported by that organization unless you explain.
- Each narrative report is limited to two (2) pages. It must be typed, single spaced, using 10 or 12 point font. The club name should appear on each page and no attachments are allowed. **For example, on the first line of the 2nd page, include "CLUB NAME, Page 2".**

3. Total ALL statistics for the reporting area and enter the information on the top portion of the GFWC Virginia Narrative or Affiliate Narrative Report Form as described above and on the applicable line of the GFWC Virginia Statistical Form – Annual Club Record. **Note that the statistics for each GFWC Affiliate Organization and each GFWC Endorsed Fundraiser are listed separately on the GFWC Virginia Statistical Form – Annual Club Record.**

INSTRUCTIONS FOR COMPLETING

THE GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD
found on pages 95 -98 and the GFWC Virginia Website (www.gfwcvirginia.org)

1. Complete the top section of the form, providing all requested information.
 - Specify the name of the Club and District
 - Specify the name of the Club President, her phone number, and email address
 - Check General Club, Junior Club, or Juniorette Club and specify the number of members in the club for which dues were paid **as of May 31 of last year.**
 - Provide the statistical data for **ALL** areas in which the club participated.
 - This document serves a two-fold purpose. In addition to providing the statistical data needed for reporting, it is an historic document that is bound and retained by GFWC Virginia Headquarters.
2. Total the statistics for **ALL** reporting areas and enter the information on the applicable line of the GFWC Virginia Statistical Form – Annual Club Record.
 - **Number of Projects** is the number of programs and projects initiated by and participated in by the club.
 - **Volunteer Hours** is the total amount of time that ALL members worked on club approved programs and projects.
 - **Dollars Donated** is the monetary amount given to GFWC Special Projects, GFWC Community Service Programs and GFWC Affiliate Organizations.
 - **In Kind Donations** reflects the monetary value for goods provided to programs and projects. Please refer to the GFWC In Kind Donation Guide posted on the GFWC Virginia Website for an estimated value of commonly donated items. In Kind Donations also include unreimbursed mileage at the rate currently used by GFWC Virginia. (\$. 25 per mile)
 - **Dollars Spent** is the cost incurred by members or the club to achieve the **Advancement Plan** goals.
 - **Dollars Raised** reflects the dollars earned from Fundraising and Development programs and projects.
3. In the space provided on page 3 of the form (Annual Club Record), summarize the activities completed by the club during the reporting year.

INSTRUCTIONS FOR MAILING REPORTS:

1. Use the GFWC Virginia Reports Distribution Matrix, found on pages 99-103 of this Yearbook, for duplication, mailing and emailing instructions.
2. **Submit Club Reports to the appropriate District Chairman, NOT to the State Chairman.**

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2020-2022

GFWC Virginia NARRATIVE Report Form 2020		Reporting Area:		
Specify if projects reported are SPECIAL PROGRAMS/COMMUNITY SERVICE PROGRAMS or ADVANCEMENT PLANS by marking an "X" in the appropriate box.		Special or Community Service Programs		Advancemen t Plans
Club Name:		District:		
Preparer's Name:		Phone:	Email:	
Number of Projects/Programs:	Volunteer Hours:	Number of Members Participating:		
Dollars Donated: GFWC Special Programs, Community Service Programs	Dollars Spent: Advancement Plans ONLY	Dollars Raised: Fundraising and Development ONLY	In Kind Donations: All	

MEMBERS PARTICIPATING: DOLLARS DONATED: DOLLARS RAISED: 0
VOLUNTEER HOURS: 0 IN KIND DONATIONS: 0 DOLLARS SPENT: 0

