

**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		Advancement 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	

GFWC Virginia AFFILIATE NARRATIVE Report Form 2020		Reporting Area (Specify GFWC Special Program or GFWC Community Service Program):	
Club Name:		District:	
Preparer's Name:	Phone:	Email:	

Instructions: For each *different* Affiliate Organization for which programs/projects were completed, fill in the following section (copy and paste the number of sections needed, i.e. HOBY, Operation Smile, Heifer International, etc.):

NAME OF AFFILIATE ORGANIZATION: _____

Number of Projects/ Programs:	Volunteer Hours:	Dollars Donated:	In-Kind Donations:
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BEGIN NARRATIVE HERE:

NAME OF AFFILIATE ORGANIZATION: _____

Number of Projects/ Programs:	Volunteer Hours:	Dollars Donated:	In-Kind Donations:
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BEGIN NARRATIVE HERE:

NAME OF AFFILIATE ORGANIZATION: _____

Number of Projects/ Programs:	Volunteer Hours:	Dollars Donated:	In-Kind Donations:
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BEGIN NARRATIVE HERE:

GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD – 2020

Club Name:		District:			
President's Name:		Phone:		Email:	
Type of Club <i>(Check only one)</i>	General:	Junior:	Juniorette:	Number of Members:	

Utilizing your completed reports, please provide the following information:

GFWC Special Programs		Number of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention	Community Service Projects				
	Affiliate Organization Projects:				
	Please check GFWC Virginia Website				
	For final statistical report				
	Found on the Members page				
GFWC Juniors' Special Program: Advocates for Children	Community Service Projects				
	Affiliate Organization Projects:				
	March of Dimes				
	Operation Smile				
	Prevent Child Abuse America				
	St. Jude Children's Research Hospital				
	UNF Shot@Life Campaign				
	UNICEF				
GFWC Community Service Programs					
Arts and Culture	Community Service Projects				
	Affiliate Organization Projects:				
	Canine Companions				
	Heifer International				
	March of Dimes				
	Operation Smile				
	Prevent Child Abuse America				
	St. Jude Children's Research Hospital				
	UNICEF				
Civic Engagement and Outreach	Community Service Projects				
	Affiliate Organization Projects:				
	Canine Companions				
	Heifer International				
	HOBY				
	March of Dimes				
	Operation Smile				
	Prevent Child Abuse America				
	St. Jude Children's Research Hospital				
	UNF Shot@Life Campaign				
	UNICEF				

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

Education and Libraries	Community Service Projects				
	Affiliate Organization Projects:				
	Canine Companions				
	Heifer International				
	HOBY				
	Operation Smile				
	Prevent Child Abuse America				
	St. Jude Children's Research Hospital				
	UNF Shot@Life Campaign				
	UNICEF				
Environment	Community Service Projects				
	Affiliate Organization Projects:				
	Heifer International				
	UNICEF				
Health and Wellness	Community Service Projects				
	Affiliate Organization Projects:				
	Canine Companions				
	Heifer International				
	March of Dimes				
	Operation Smile				
	Prevent Child Abuse America				
	St. Jude Children's Research Hospital				
	UNF Shot@Life Campaign				
	UNICEF				
GFWC Special Programs and GFWC Community Service Programs TOTALS					
GFWC Advancement Plans		Number of Projects	Volunteer Hours	Dollars Spent	In-Kind Donations
Communications and Public Relations					
Leadership					
Legislation and Public Policy					
Membership					
Women's History and Resource Center					
GFWC Advancement Plans TOTALS					
		Number of Projects	Volunteer Hours	Dollars Raised	
Fundraising and Development –					
	Endorsed Fundraiser Projects:				
Fundraising TOTALS					

If your club participated in the State Special Projects, please complete the following:

GFWC Virginia Special Projects	Number of Projects	Volunteer Hours	Dollars Donated	Dollars Spent	Dollars Raised	In Kind Donations
GFWC Virginia State Project 2018-2020: "Step Up to Stop Human Trafficking"						
GFWC Virginia State Project 2020-2022 "Support of Military Families/Armed Services YMCA"						
GFWC Virginia Junior State Project: Camp Easter Seals Virginia UPC (Juniors Only)						
Camp Easter Seals Virginia UPC: Camperships/Donations (Generals Only)						
GFWC Virginia Endowment/ Dogwood Society/1907 Society						
Your District's Project(s) <i>Specify the name(s) of the Project(s)</i>						

CLUB NAME: _____

**GFWC Virginia Statistical Form – Annual Club Record – 2020
Activity Summary**

In the space below, please summarize the activities completed by your club during the past year.