

**INSTRUCTIONS FOR COMPLETING
THE GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD**

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 April 15 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 by the Club to GFWC Special Projects, GFWC Community Service Programs, GFWC Affiliate Organizations and GFWC WHRC.
 - **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. 14 cents per mile roundtrip)
 - **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 COMPLETING
THE GFWC VIRGINIA GFWC AFFILIATE ORGANIZATIONS DATA FORM
found on page 97 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 April 15.**
2. Total statistics for **ALL Affiliate Organization** projects/programs completed by the club in any of the GFWC Special Programs and GFWC Community Service Programs. Enter the totals in the designated areas for each GFWC Affiliate Organization.
3. Submit the GFWC Affiliate Organizations Data Form to the GFWC Virginia President, either by mail or electronically. **THIS IS NOT CROSS REPORTING!!**

INSTRUCTIONS FOR SUBMITTING REPORTS:

1. Use the GFWC Virginia Reports Distribution Matrix, found on pages 101-105 of this Yearbook, for duplication, mailing and emailing instructions.
2. Submit Club Narratives to the appropriate **District Chairman, NOT to the State Chairman.**
3. Club Narratives may be electronically submitted to the appropriate District Chairman.
4. Submit your Club Statistical Report-Annual Club Record and all Narrative Reports to your District President or District Director of Junior Clubs. Method of submittal, via mail or electronically, will be determined by each individual District.