

GFWC Virginia - Reporting Information

1. **SCOPE:** Club reports should cover work completed for the previous calendar year, January 1-December 31. Make **no projections**, please.
2. **DEADLINES:** Use the GFWC Virginia Reports Distribution Matrix found in this Yearbook on pages 100-104 and on the GFWC Virginia Website (www.gfwcvirginia.org) for the Who, What, Where, and When of reporting. Reports postmarked past the deadlines will not be considered for awards.
3. **FORMS:**
 - **GFWC Virginia Statistical Form – Annual Club Record** – Found in this Yearbook on pages 97-99 and on the GFWC Virginia Website.
 - Complete one copy of the GFWC Virginia Statistical Form – Annual Club Record, filling in the statistics for **ALL** areas in which the club participated.
 - Utilize the space on page 3 of the form to summarize the club's activities for the reporting year.
 - This document serves two purposes. It provides the statistical data needed for club, district, and state reporting. It also serves as a permanent record of activity, which will be bound and retained at GFWC Virginia Headquarters.
 - **GFWC Virginia Narrative Report Form** – Found in this Yearbook on pages 95 and on the GFWC Virginia Website. For each reporting area for which the club wishes to be considered for awards, complete the Narrative Form, describing what was done in that area including activities for Affiliate Organizations.
 - **GFWC Virginia GFWC Affiliate Statistical Report Form found on page 96.**
 - **GFWC Virginia Dues and Contributions Form** – Found in this Yearbook on page 77 and on the GFWC Virginia Website.
 - **GFWC Virginia Junior Contributions Form** – Found in the Junior Section of this Yearbook on page 141 and on the GFWC Virginia Website.
 - **GFWC Virginia Junior Special Awards Forms and award descriptions** – Found in the Junior Section of this Yearbook on page 147 and on the GFWC Virginia Website.
 - **District Dues Form** – Found in the District Handbook. Submit District Dues to the District Treasurer. **Do not send District Dues to GFWC Virginia Headquarters.**
 - **GFWC Virginia State Project** – Found in this Yearbook on page 116 Complete the form and narrative describing any projects related to the State Project objectives.
 - **Unity Project Submission Form** – Found in the GFWC Club Manual. Separate form to be completed and sent directly to the GFWC Chairman for each Unity Project that your club completes in 2026 - 2028. Follow the instructions for each project as outlined in GFWC Club Manual. The projects will be reported on your GFWC Virginia statistical report and narrative form and the separate Unity Project form. *Note: The forms vary based on each Community Service Project, Special Program, and Advancement Area.*
4. **FORMAT:** All reports must be typed using 10- or 12-point font. Additional instructions for completing the GFWC Virginia Narrative Report Form, and the GFWC Virginia Statistical Form – Annual Club Record are found in this Yearbook on pages 97-99 and on the GFWC Virginia Website.
5. **WHAT TO REPORT:** Only club related or club sponsored programs and projects, or programs and projects approved by club vote, may be reported. Report ALL such activities. For club projects NOT listed in the GFWC reporting areas, determine where the project best fits and report the project there.

ABSOLUTELY NO CROSS REPORTING IS PERMITTED. Activities may not be reported in more than one area (Special Programs, Community Service Programs, and Advancement Plans). The only exceptions are the State Project Report (“Early Childhood Education” (January – May) or “Create, Inspire, Live” (May – December)) may include project information reported in the GFWC reporting areas as these items are reported only to GFWC Virginia. Community Impact Projects may also be included in the reporting area and the separate CIP Award submission. Unity Project reports are not considered cross reporting.

- **Community Service Programs** are the programs and projects members initiate and participate in to serve their communities. They do not include the programs and projects that support the GFWC Affiliate Organizations.
 - **Affiliate Organizations Projects** are the programs and projects that support the organizations listed as GFWC Affiliates. These organizations are listed in the GFWC Club Manual.
 - **Number of Projects** is the number of programs and projects initiated by and participated in by the club.
 - **Number of Members Participating** is the total number of members who participated in the applicable programs and projects. **The total number of members can NEVER exceed the number of members for whom you paid dues in the reportable calendar year.**
 - **Volunteer Hours** is the total amount of time that ALL members worked on club approved programs and projects, including preparation time and travel time. Travel time to and from regular meetings CANNOT be included.
 - **Dollars Donated** is the monetary amount given by the club to GFWC Special Programs, Community Service Projects, Affiliate Organizations and GFWC Women’s History & Resource Center.
 - **In Kind Donations** reflect 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 per mile)
 - **Dollars Spent** are the costs incurred by members or the club to achieve the Advancement Plan goals.
 - **Dollars Raised** reflect the dollars earned from Fundraising and Development programs and projects.
 - **Fundraising Projects** are to be reported to Fundraising and Development. This includes how the money is raised, not how the money is spent.
 - **GFWC Virginia State Project** (“Early Childhood Education” and “Create. Inspire. Live.”) – **It is up to the individual clubs to determine where all hours, projects, dollars and in-kind donations should be reported.** In addition, complete the forms requested by the State Project Chairman, found on Page 116.
 - **ALL Leadership Hours and Leadership Dollars Spent** are to be reported at the **club level**. This includes the Leadership Hours and Leadership Dollars Spent for GFWC, GFWC Southeastern Region, GFWC Virginia and District officers and chairmen.
6. **AWARDS:** All GFWC Virginia and District awards are determined based on club size categories based on the number of members which the club paid dues on as of April 15 of the previous year.
- Clubs that wish to be considered for state and District awards **must submit** a GFWC Virginia Narrative Report Form to the applicable **District Chairman**.
 - Clubs that wish to be considered for special GFWC awards/contests must comply with the criteria and deadlines set forth in GFWC Club Manual and mailed to addresses shown there.

- Junior Clubs that wish to be considered for GFWC Virginia Junior Special Awards must comply with criteria and deadlines set forth in Junior Section of the Yearbook and mailed to the addresses shown there.
- Club size categories for judging at the District level are established by each District.
- Club Size categories for judging at GFWC Virginia are:

Club Category	Small	Medium	Large
Woman's Clubs	1-20 members	21-39 members	40 or more members
Junior Clubs	1-12 members		13 or more members

