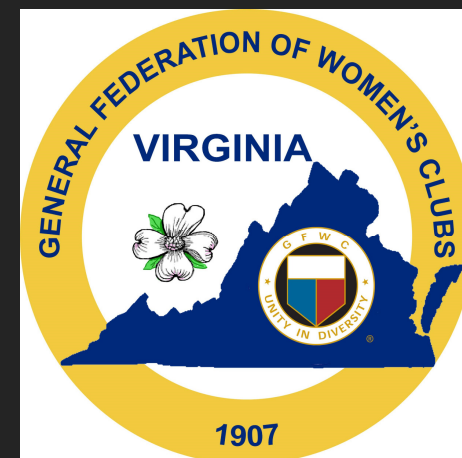




REPORTING MADE EASY

Club Edition





Stephanie Griffin

GFWC Virginia Reporting Chairman

Email: Reporting@gfwcvirginia.org

Cell: 804-356-6114

TO DO LIST...

GFWC Community Service Programs

- Collect the projects/programs information such as number of projects, volunteer hours, In-Kind donations and club donations only for January – December 2024. You may have a chairman that has this information, or you may look at your club minutes/treasurer reports.
 - Arts and Culture
 - Civic Engagement and Outreach
 - Education and Libraries
 - Environment
 - Health and Wellness

TO DO LIST... GFWC Advancement Plans

- Collect the projects/programs information such as number of projects, volunteer hours and dollars spent (club) only for January – December 2024. You may have a chairman that has this information, or you may look at your club minutes/treasurer reports.
 - Communications and Public Relations
 - Leadership
 - Legislation and Public Policy
 - Membership
 - Fundraising (Only number of projects, volunteer hours and dollars raised)
 - Women's History and Resource Center (Only number of projects, volunteer hours, dollars raised and In-Kind donations)

TO DO LIST...

GFWC Affiliate Organizations

- Collect the projects/programs information such as number of projects, volunteer hours, In-Kind donations and club donations only for January – December 2024. You may have a chairman that has this information, or you may look at your club minutes/treasurer reports.
 - Alzheimer's Association
 - Canine Companions For Independence
 - Heifer International
 - Hope For Justice
 - March Of Dimes
 - Operation Smile
 - St. Jude Children's Research Hospital
 - UNF Shot@Life Campaign
 - UNICEF

TO DO LIST...

GFWC Special Programs

- Collect the projects/programs information such as number of projects volunteer hours, In-Kind donations and club donations only for January – December 2024. You may have a chairman that has this information, or you may look at your club minutes/treasurer reports.
 - GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention
 - GFWC Junior's Special Program: Advocates for Children

TO DO LIST...

GFWC Virginia Special Projects

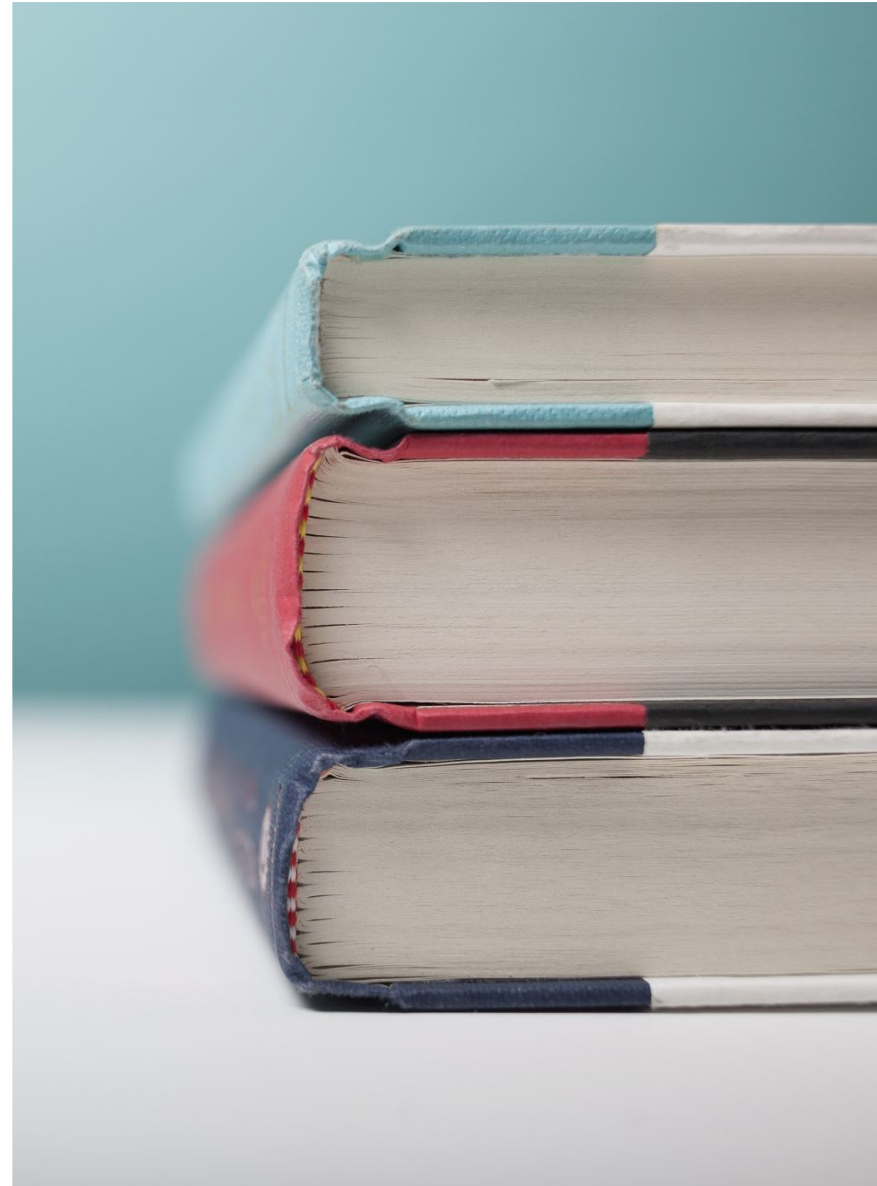
- Collect the projects/programs information such as number of projects, volunteer hours, club donations, dollars spent, dollars raised and In-Kind donations. You may have a chairman that has this information, or you may look at your club minutes/treasurer reports.
 - GFWC Virginia State Project 2022-2024 “Virginia’s Natural Resources and Education” (January – June 30, 2024)
 - GFWC Virginia State Project 2024-2026 “Early Childhood Education”(July – December 31, 2024)
 - GFWC Virginia Endowment/Dogwood Society/1907 Society (Need to be a motion from the club in order to report individual donations)
 - Your District Projects (You may have two (2) being that the administration changed.

Examples...

Education and Libraries

Club donated books to local daycare (hours – include shopping for books, organizing and delivering. In-Kind – include cost of books if members purchased them; members should keep track of this information and letting the chairman know or the person heading up this project. Donation – what money the club donated to purchase books. Must be a motion with amount or money not to exceed.)

***Note: This can be reported under the 2024-2026 State Project “Early Childhood Education” as well and not considered as cross reporting. Madam President stated you may report under any community service program where you seem to fit. Only projects completed from July – December 2024. Objectives can be found on page 115-116 in the GFWC Virginia State Yearbook.



Examples...

GFWC Junior's Special Program: Advocates for Children

Club donated school supplies at GFWC Virginia Convention (hours – include shopping for school supplies, organizing and delivering. In-Kind – include cost of supplies if members purchased them; members should keep track of this information and letting the chairman know or the person heading up this project. Donation –what money the club donated to purchase school supplies. Must be a motion with amount or money not to exceed.)

***Note: This can be reported under the 2024-2026 State Project “Early Childhood Education” as well and not considered as cross reporting. Also, even though this is a Junior Special Program, Generals can report.



Examples...

Environment

Club donated a tree to be planted in the community park. (hours – include research and shopping for a tree. In-Kind – include money donated by members; members should keep track of this information and letting the chairman know or the person heading up this project. Donation –what money the club donated to purchase the tree and or supplies. Must be a motion with amount or money not to exceed.)

***Note: This can be reported under the 2022-2024 State Project “Virginia’s Natural Resources and Education” as well and not considered as cross reporting. Any project reported under the 2022-2024 State Project should be completed from January – June 30th. Also, any project under the “Virginia’s Natural Resources and Education” should only be reported under Environment or Education.



Examples...

Membership

Club held an ice cream social membership drive. (hours – include shopping for ice cream, toppings, paper products, planning, etc. Dollars Spent –this is the money that the club spent on the items and/or club marketing material to gain new members) Depending on your club, a motion may have been made.

Note: In reference to marketing material, this can be reported under Communications and Public Relations. ***This will be considered as cross reporting. You may mention that items were bought and reported under Communications and Public Relations. That is when you will report hours and dollars spent for the publications and more detail.



TIME TO REPORT....

Reporting Information can be found in the GFWC Virginia Yearbook on pages 91-92

Instructions for completing the Narrative Report Form can be found in the GFWC Virginia Yearbook on page 93

Instructions for completing the Statistical Form can be found in the GFWC Virginia Yearbook on page 94

Instructions for submitting Reports can be found in the GFWC Virginia Yearbook on page 95

Narrative, Affiliate Organizations Data, Statistical, Annual Club Record forms can be found in the GFWC Virginia Yearbook on pages 96-100

Report Distribution Matrix can be found in the GFWC Virginia Yearbook on pages 101-105

All this information and forms can be found on the GFWC Virginia Website, under Membership and Reporting, Dues and Awards. The forms are in word format and can be saved to your computer.

Updated August.2024

GFWC Virginia NARRATIVE Report Form 2024		Reporting Area: Advocates for Children	
Club Name: GFWC ABC Woman's Club		District: Lee District	
Preparer's Name: Jane Smith	Phone: 804-555-1234	Email: jsmith@yahoo.com	
Number of Projects/Programs: 2	Volunteer Hours: 16.5	Number of Members Participating: 10	
Dollars Donated: \$ 80.00 GFWC Special Programs, Community Service Programs, Women's History & Resource Center	Dollars Spent: \$ 0.00 Advancement Plans ONLY (include what was traditionally in-kind donations for advancement areas)	Dollars Raised: \$ 0.00 Fundraising and Development ONLY	In-Kind Donations: \$ 120.00 GFWC Special Programs, Community Service Programs, Women's History & Resource Center

PLEASE FIRST SUMMARIZE WORK BENEFITTING GFWC AFFILIATES.

March of Dimes – Members at each meeting collected dimes to be donated and the club will match the members donations.

Hours – 1.5 **Members** – 10 **Dollars Donated** \$80.00 **In-Kind Donations** \$0.00

Club and members donated school supplies to sent to GFWC Virginia Convention to benefit local communities in the surrounding areas.

Hours – 15 **Members** – 10 **Dollars Donated** \$0.00 **In-Kind Donations** \$120.00

GFWC VIRGINIA CLUB PRESIDENTS AFFILIATE ORGANIZATIONS DATA FORM

Club Name: GFWC ABC Woman's Club		District: Lee District		
President's Name: Jane Smith		Phone: 804-555-1234	Email: jsmith@yahoo.com	
Type of Club <i>(Check only one)</i>	Woman's Club: X	Junior Woman's Club:	Juniorette:	Number of Members: 10

Each Club President provided a completed State Statistical Form and Annual Club Record that included statistics for and descriptions of projects with the GFWC Affiliate Organizations. Such statistics and descriptions were included in the appropriate GFWC Special Program or Community Service Program according to the intent of the project.

As Club President, you are asked to pull all statistics of your Club related to projects with each Affiliate Organization and enter them in the designated line below. This information is being gathered to gain the full scope of our work with Affiliate Organizations and will be shared with each to demonstrate service by GFWC Clubwomen.

In addition, to help with judging in the Affiliate area by the State President, please also include project descriptions as listed in the Special Program or Community Service Program Areas. **THIS IS NOT CROSS REPORTING!!**

Club Presidents, please mail or electronically submit one copy of this form to the GFWC Virginia President (see below).

GFWC AFFILIATE ORGANIZATIONS		Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
ALZHEIMERS ASSOCIATION	All Club/Community Projects				
CANINE COMPANIONS FOR INDEPENDENCE	All Club/Community Projects				
HEIFER INTERNATIONAL	All Club/Community Projects				
HOPE FOR JUSTICE	All Club/Community Projects				
MARCH OF DIMES	All Club/Community Projects	1	1.5	40.00	40.00
OPERATION SMILE	All Club/Community Projects				
ST. JUDE CHILDREN'S RESEARCH HOSPITAL	All Club/Community Projects				
UNF SHOT@LIFE CAMPAIGN	All Club/Community Projects				
UNICEF	All Club/Community Projects				

Please mail or electronically submit to:
 Susie Mowry GFWC Virginia President
 670 Town Center Drive #212
 Newport News, VA 23606
 or
 president@gfwcvirginia.org

Deadline: January 25

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026
GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD – 2024

Club Name: GFWC ABC Woman's Club		District: Lee District	
President's Name: Jane Smith		Phone: 804-555-1234	Email: jsmith@yahoo.com
Type of Club <i>(Check only one)</i>	General: <input checked="" type="checkbox"/>	Junior:	Juniorette: <input type="checkbox"/>
			Number of Members: 10

Utilizing your completed Narrative Forms, please provide the following information (Include Both CSP And Affiliate Statistics):

	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
GFWC SPECIAL PROGRAMS				
GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention	1	2	0.00	225.00
GFWC Juniors' Special Program: Advocates for Children	2	16.5	40.00	40.00
GFWC COMMUNITY SERVICE PROGRAMS				
Arts and Culture	3	10	125.00	368.00
Civic Engagement and Outreach	2	4.5	56.00	125.00
Education and Libraries	8	47.5	637.00	559.00
Environment	3	15	42.00	187.00
Health and Wellness	6	75.5	187.00	49.00
GFWC SPECIAL PROGRAMS AND GFWC COMMUNITY SERVICE PROGRAMS TOTALS				
GFWC ADVANCEMENT PLANS	Number of Projects	Volunteer Hours	Dollars Spent	
Communications and Public Relations	3	20	0	
Leadership	4	60	2,325	
Legislation and Public Policy	0	0	0	
Membership	5	100	250	
GFWC ADVANCEMENT PLANS TOTALS				
	Number of Projects	Volunteer Hours	Dollars Raised	
FUNDRAISING AND DEVELOPMENT	2	895	8,658	
	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
WOMEN'S HISTORY AND RESOURCE CENTER	0	0	0	0

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026

CLUB NAME: GFWC ABC Woman's Club
GFWC Virginia Statistical Form – Annual Club Record

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 2022-2024 "Virginia's Natural Resources and Education"	1	5	300	0	0	0
GFWC Virginia State Project 2024-2026 "Early Childhood Education"	2	35	0	200	800	400
GFWC Virginia Endowment/ Dogwood Society/1907 Society	0	0	75	0	0	1,500
Your District's Project(s) "Capturing History" <i>Specify the name(s) of the Project(s)</i>	1	15	50	0	0	75

GFWC ABC Woman's Club
GFWC Virginia Statistical Form – Annual Club Record – 2024– Activity Summary

Since our founding in 1945, the GFWC ABC Woman's Club has strived to seek out and meet the needs of our membership and community. Our members have realized the incredible journey that volunteering offers and have once again devoted an enormous amount of time and talent in every program area. Our members currently reside in the Richmond area and come from a variety of backgrounds and professions, but what we all have in common is a desire to give back and to better our local and global communities.

As **Advocates for Children** we contributed and donated school supplies for “Sandra's Closet” in memory of a former member of our club whom they served with while in our club.

In **Arts and Culture**, we supported artist and crafters from across the Commonwealth and North Carolina, by holding a holiday craft show. Donation was made to the GFWC VA Art Fund and also to Minds in Motions, 5th and 8th grade dancers supported by the Richmond Ballet.

Under **Environment** we continued to keep our adopted street clean and helped preserve our environment by recycling.

Our focus on **Education and Libraries** led us to donate muffins to a local elementary for teacher appreciation. We continued our \$1000 scholarship, donated to Federation scholarships, and made donations to another local scholarship as a thank you. We collected Box Tops for Education. Members of the High School Forensics Team presented several pieces at a monthly meeting as well as members donated their time to help out at the Invitational Forensics Tournament. Members and family worked as tour facilitators at the State Fair of Virginia. A donation was made to HOBY.

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NOW WHAT???

- Send ALL narratives, statistical form and annual club record to your District President. Juniors – You will send yours to your Director of Junior Clubs. If no Director of Junior Clubs, you will send them to your District President.
- Send the appropriate narrative to your District Chairman. Juniors – Your Chairman may be a Junior Chairman. Please check your District Yearbook. If not, send to your General District Chairman.
- Send the GFWC Virginia Club President's Affiliate Organizations Data Form to the GFWC State President.
- Check your District Yearbook for Newsletter Contest. For GFWC Virginia Newsletter Contest, please send your best 3 publications to Pat Jeffress, 208 Hickory Drive, Manakin-Sabot, VA 23103.
- Note: **Must be emailed or mailed by January 25th**. Most District President's, Director of Junior Clubs and District Chairman accept reports electronically. Please double check with your district. If they only accept paper copies, please refer to page 101 in the GFWC Virginia Yearbook to see how many copies to send. If emailing electronically, please send in word format.

WAIT...THERE IS MORE!

- Dues are due by January 25th.
 - GFWC Virginia – completed GFWC Virginia Dues and Contribution form and check. Form can be found on page 79 in the GFWC Virginia Yearbook. Mail 1 copy to headquarters and keep a copy for your records.
 - District –completed District Dues and contributions form and check. Please check your District Yearbook for the form. Juniors –if you have a District Junior Treasurer, you will be mailing your dues and contributions to her. Mail 1 copy to your district treasurer and keep a copy for your records.
- Special Awards are due by March 1st
 - Juniors – GFWC Virginia Junior Honor Society Form needs to be send to the GFWC Virginia Assistant Director of Junior Clubs
 - GFWC Virginia Junior Special Awards – 1 copy of GFWC Virginia Junior Special Awards Form and 2 copies of narrative to addresses shown for the Special Awards for which your club wishes to be considered. You may find this information pages 147-149 in the GFWC Virginia Yearbook.
 - GFWC Virginia Website/Facebook Page Contest – Criteria can be found on page 106 of the GFWC Virginia Yearbook. Each club will have to do their own submission.



DO'S, DON'TS AND DON'T FORGET!!

DO

- Format – must be typed using 10- or 12-point font.
- Club related or club sponsored programs and projects, or programs and projects approved by club vote, may be reported.
- Volunteer Hours – amount of time that ALL members work done club approved programs and projects. Include preparation time and travel time.
- In-Kind Donation – 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 included unreimbursed mileage at the rate currently used by GFWC Virginia (\$0.14 per mile)
- Leadership – are to be reported at the club level. This includes the Leadership Hours and Leadership Dollars Spent for state and district officers and chairman.
- Narratives – No more than 2 pages.
- Double check your math!!

Don't

- Cross Reporting – activities may not be reported in more than one area (Special Programs, Community Service Programs and Advancement Plans).
- Number of members – Should not exceed the number of dues paid in January or April 2024.

Don't Forget

- Reporting and dues are due on January 25th
- Special Awards are due on March 1st
- Who did you impact in your community?
- What was the impact?
- Where was the impact?
- How did you impact?