

## **GFWC Virginia Reports, Award Selection and Annual Reports Instructions for State Chairmen**

State Reports to GFWC must be mailed by March 15. After that, your next step is to select your winners.

When selecting your winners, don't see just hours and dollars, consider the resources available and how the resources were used.

### **Judging Best Single Project**

1. Did the club meet one of the objectives?
2. How many of the members involved?
3. Was the participation active or passive (self educating or donating money)?
4. What was the impact on the community?

### **Judging Best Overall**

1. What was the overall impact on the community
2. Did the club meet all, or most, of the objectives?
3. Were most of the members involved?
4. Was the participation active or passive (self educating or donating money)?

### **Club reports are judged according to size. Categories for 2026 reports:**

#### **Generals Clubs**

Small: 1-20 members; Medium: 21-39; Large: 40 members and over.

#### **Junior Clubs**

Small: 1-12 members; Large: 13 members and over.

*The spreadsheet of the official club size will be emailed to you. **Do not** use the number of members in the club reports.*

### **Award Categories**

**As we did for the 2025 reporting year, 20256 will remain that  
ALL AREAS will have the same categories!**

**Community Service Programs:** Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, Health and Wellness

Best Single Project (may consider a Community Program or Affiliate):

Small Club – Women's Clubs

Medium Club – Women's Clubs

Large Club – Women's Clubs

Small Club – Junior Clubs

Large Club – Junior Clubs

Best Overall: (may consider Community Program and Affiliates together)

Small Club Category – Women's Clubs and Junior Clubs – judged together

Large Club Category – Women's Clubs and Junior Clubs – judged together

**Advancement Plans:** Communications and Public Relations, Fundraising, Leadership, Legislation and Public Policy, Membership, Women's History and Resource Center

Best Single Project:

- Small Club – Women's Clubs
- Medium Club – Women's Clubs
- Large Club – Women's Clubs
- Small Club – Junior Clubs
- Large Club – Junior Clubs

Best Overall:

- Small Club Category – Women's Clubs and Junior Clubs – judged together
- Large Club Category – Women's Clubs and Junior Clubs – judged together

**GFWC Signature Program and GFWC Juniors Special Program:**

Best Single Project:

- Small Club – Women's Clubs
- Medium Club – Women's Clubs
- Large Club – Women's Clubs
- Small Club – Junior Clubs
- Large Club – Junior Clubs

Best Overall:

- Small Club Category – Women's Clubs and Junior Clubs – judged together
- Large Club Category – Women's Clubs and Junior Clubs – judged together

**Newsletter & Website awards** 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Place – can judge together if not enough entries to warrant separating General & Junior:

- Small Club – Women's Clubs
- Medium Club – Women's Clubs
- Large Club – Women's Clubs
- Small Club – Junior Clubs
- Large Club – Junior Clubs

**Arts – Writing Contest** - 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Place:

- Member Writing – Short Stories & Poetry – list title, member name and member club
- Student Writing - Short Stories & Poetry – list title, student name and sponsoring club
- Grade breakdown K-2, 3-5, 6-8, 9-12

**Preparing your Annual Report for publication in the GFWC Virginia Annual Report:**

Your award winners and a brief report from each Chairman will be published as a part of the GFWC Virginia Annual Report that will be distributed at Convention. Heather will compile the Annual Report. Please email this information by March 20th (before this date if at all possible) to Heather at Headquarters ([gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net)) and cc to Lori Rocker ([firstvp@gfwcvirginia.org](mailto:firstvp@gfwcvirginia.org)) and Jessica Thomas ([assistjrdirector@gfwcvirginia.org](mailto:assistjrdirector@gfwcvirginia.org)) .

Your department or program, including the award winners, **must** fit on one half of a page. These reports are bound as part of the permanent record, so please allow the recommended side margin of .63 and use the following format:

**DEPARTMENT NAME (Bold, all caps, 12 font, Times New Roman or similar)**

Your name (s), Chairman (12 font)

(12 font) include the statistical totals: # projects, # hours, # members, \$. Describe the major areas of interest and impact. In 3-4 sentences summarize the work of the GFWC Virginia clubs.

Follow your brief statement with the list of your winners, using the following format. What you write for Best Overall is what will be read out loud at Convention:

**NAME OF AREA (bold, underlined, 12 font)**

**Best Single Project – Small Club – Women’s – Your Favorite Club – Winning District**

Describe project, no more than 3 lines

**Best Single Project – Small Club – Junior – Your Favorite Club – Winning District**

Describe project, no more than 3 lines

**Best Single Project – Medium Club – Women’s – Your Favorite Club – Winning District**

Describe project, no more than 3 lines

**Best Single Project – Large Club – Women’s – Your Favorite Club – Winning District**

Describe project, no more than 3 lines

**Best Single Project – Large Club – Junior – Your Favorite Club – Winning District**

Describe project, no more than 3 lines

**Best Overall – Small Club – Your Favorite Club – Winning District**

Describe projects, no more than 3 lines.

**Best Overall – Large Club – Your Favorite Club – Winning District**

Describe projects, no more than 3 lines.

**Affiliate Awards**

An award will be presented for each Affiliate area as determined by the GFWC Virginia President. As State Chairmen you may be contacted by the State President for supporting documentation, if more information is needed than what clubs provided on the Affiliate form they sent to the State President.

**Presentation of Awards at Convention**

Certificates will be handed out at the end of Convention as a group to each club. Lori & Jessica will announce the winners in the appropriate size categories. Pictures will be taken with Cynthia and Lynn at the end of each session.

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For additional comprehensive information regarding Awards please visit the GFWC Virginia website [gfwcvirginia.org](http://gfwcvirginia.org). Log in under *Member* tab: [gfwcvirginiawebsite@gmail.com](mailto:gfwcvirginiawebsite@gmail.com) password: create2628

Click on the reporting button

Scroll to: Instructions for State Chairmen.

Lori & Jessica are also available for questions.