

**INSTRUCTIONS FOR COMPLETING**  
**THE GFWC VIRGINIA NARRATIVE REPORT FORM**

Narrative reports are **optional**. However, to be considered for district and/or state awards, narrative reports **must** be submitted. The electronic version of these forms can be found on the GFWC Virginia Website ([www.gfwcvirginia.org](http://www.gfwcvirginia.org)).

**1. Complete the top section of the form**, providing all requested information.

- **For ALL Reporting Areas, use GFWC Virginia Narrative Report Form.**
- Specify the Reporting Area.
- Specify the club name, district, report preparer's name, phone number and email address. This is needed in case additional information is needed by the District or State.
- After composing the narrative (See #2 below), tally all statistics and enter the total number of projects and programs, volunteer hours, number of members participating, dollars donated, and in-kind donations for Community Service Programs (including Affiliates) and for GFWC WHRC. For narrative reports for Advancement Plans, tally all statistics and enter the total number of projects and programs, volunteer hours, number of members participating, and dollars spent. For Fundraising and Development, enter number of projects, volunteer hours and dollars raised. Note that the number of members participating should never exceed the total number of members for whom you paid dues in the reportable calendar year.

**2. Compose the Narrative Report**

- First, refer to the GFWC Club Manual (*online version*) or GFWC Virginia Projects At-A-Glance reporting tool to identify the GFWC Special Programs, Community Service Programs, or Advancement Plans in which they are to be reported.
- Next, report the club activities that relate to an Affiliate FIRST on the Narrative Report.
- Describe all pertinent information by telling the story of the who, how, where, when and why. After describing **each** activity, specify the number of members participating, volunteer hours, dollars donated, dollars spent, dollars raised, and in kind donations for that activity.
- Recognize that narrative reports are reviewed at every level and a chairman may not be familiar with an abbreviation that is familiar to you or know what you mean by Comfort Zone Camp or Bright Beginnings. They may know nothing about the organization or a particular project supported by that organization unless you explain.
- Each narrative report is limited to two (2) pages. It must be typed, single spaced, using 10 or 12 point font. The club name should appear on each page and no attachments are allowed. **For example, on the first line of the 2<sup>nd</sup> page, include "CLUB NAME, Page 2"**.

**3. Total ALL statistics for the reporting area** and enter the information on the top portion of the GFWC Virginia Narrative Form as described above and on the applicable line of the GFWC Virginia Statistical Form – Annual Club Record.