

INSTRUCTIONS FOR COMPLETING
THE GFWC VIRGINIA NARRATIVE REPORT FORM

Narrative reports are **optional**. However, to be considered for District and/or GFWC Virginia awards, narrative reports **must** be submitted. The Narrative Form can be found on page 95, or the electronic version can be found on the GFWC Virginia Website (www.gfwcvirginia.org).

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

- Gather all materials (project sheet forms, Meeting Minutes, check register) related to the club's projects and programs for the year.
- Review 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 your club's activities are to be reported.
- Draft the narrative for club activities that relate to an Affiliate first.
 - Describe all pertinent information by telling the story of 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.
- After completing the Affiliate information, draft the narrative for club specific projects/programs.
 - Describe all pertinent information by telling the story of 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 it.
- Each narrative report is limited to two (2) pages. It must be typed, single spaced, using 10- or 12-point font. Your club's name should appear on each page and no attachments are allowed. The first line of the 2nd page should be: "CLUB NAME, Page 2".

2. Complete the GFWC Virginia Narrative form for each Reporting Area

- Use the GFWC Virginia Narrative Report Form for ALL areas.
- Specify the Reporting Area.
- Specify the club name, District, report preparer's name, phone number and email address. This information is needed in the event additional information is needed by the District or GFWC Virginia Chairman.
- If your club did not participate in a Community Service Program, Special Program or Advancement Plan, **DO NOT** complete a Narrative Form.
- After composing the narrative (See #2 below) tally statistics and complete:
 - For Community Service Programs & WHRC: the total number of projects/programs, volunteer hours, number of members participating, dollars donated, and in-kind donations including Affiliate information.
 - 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: The number of members participating should never exceed the total number of members for whom you paid dues in the reportable calendar year.

INSTRUCTIONS FOR COMPLETING
THE GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD
found on pages 97-99 and the GFWC Virginia Website (www.gfwcvirginia.org)

Note: This is the most important form for GFWC Virginia to provide insight into the work that your club completed and ensures that your club's history is recorded at GFWC Virginia Headquarters.

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
 - Mark your club's type: Woman's 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. Complete by referencing the Narrative forms for all programs. 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 96 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 Woman's 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. *Note: This is not considered Cross Reporting as the data is going to the President*

INSTRUCTIONS FOR COMPLETING
THE GFWC VIRGINIA STATE PROJECT FORM

Found on page 116 and the GFWC Virginia Website (www.gfwcvirginia.org)

1. Use the GFWC Virginia Narrative Form
2. Complete the top section of the form, providing all requested information.
3. Specify the name of the Club and District
4. Specify the name of the Club President, her phone number, and email address
5. Total statistics for all projects/programs completed by the club related to the State Project.
6. Copy information related to the State Project that was reported in Community Service Programs and Special Programs to the Narrative Form for the State Project. *Note: This is not considered Cross Reporting as the data is going to the State Chairman only.*

INSTRUCTIONS FOR SUBMITTING REPORTS:

1. Use the GFWC Virginia Reports Distribution Matrix, found on pages 100-104 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.

