



Reporting...Made Easy

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GFWC VA Yearbook

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Easy as 1,2,3 – Narrative Form

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

Updated August 2024

GFWC Virginia NARRATIVE Report Form 2024		Reporting Area:	
Club Name:		District:	
Preparer's Name:	Phone:	Email:	
Number of Projects/Programs:	Volunteer Hours:	Number of Members Participating:	
Dollars Donated: \$ GFWC Special Programs, Community Service Programs, Women's History & Resource Center	Dollars Spent: \$ Advancement Plans ONLY (include what was traditionally in-kind donations for advancement areas)	Dollars Raised: \$ Fundraising and Development ONLY	In-Kind Donations: \$ GFWC Special Programs, Community Service Programs, Women's History & Resource Center

PLEASE FIRST SUMMARIZE WORK BENEFITTING GFWC AFFILIATES.

- Compile projects by Community Service Project (CSP), Advancement Area and Affiliates for calendar year (January – December)
- Write narrative (summary) for each project under that CSP (affiliates go under any CSP you think it applies to) and Advancement Area.
- At the end of each narrative separate number of members that participated, hours, dollars donated (Dollars Spent is only used for Advancement Areas, Dollars Raised is for Fundraising and Development Only!) and In-Kind Donations
- Add up hours, dollars donated and In-Kind donations to be inserted at the top of the Form.
- If you did a project to benefit a GFWC Affiliate, please do that narrative first.



GFWC Virginia State Projects

- Virginia's Natural Resources and Education – Report under Education (Projects done January through June)
- Early Childhood Education – It is up to the club to determine where it should be reported. See pages 115-116 in the State Yearbook for the objectives and narrative report form (Projects done July through December)