



August 7, 2021

Dear GFWC-SC Club Presidents,

Congratulations to those of you recently elected as your 2021-2022 club's president and welcome back to those of you serving a second term. It's an exciting and rewarding time in your GFWC leadership journey!

In this folder is the information necessary to complete your club's reporting responsibilities, as well as other forms you may need. Included is the form **REPORTING & FORMS CHECKLIST**, which I encourage you to keep handy. Put the dates into your mobile devices or your calendar as reminders. Make a copy for your Treasurer. **Failure to meet these deadlines may result in your club being ineligible to receive grants and well-deserved awards for your members' hard work.** Your reporting allows both our South Carolina federation and GFWC to gain knowledge of all the outstanding volunteer efforts our clubs have done over a 12-month period and gives statistical data that may be utilized to solicit financial support from foundations and corporations. Therefore, reporting is key to our success. Reporting matters!

Again this year, we ask that all clubs please remit reports via email, saving a copy for your files. ALL GFWC-SC FORMS in your packet will be accessible via the GFWC-SC.org website under FORMS, in PDF Format and WILL BE FILLABLE ONLINE, making them easy to fill out, download and email. This year, there are three (3) blank pages included in the State Statistical & Narrative Report Form so that your narratives may be included in one form. You are encouraged to copy your photos and other attachments and include with your narratives in those blank pages if possible. You may also fill out forms online that require an accompanying check or document, print the form, attach and mail. It couldn't be easier! *If you have difficulty utilizing the fillable PDF, please contact me rather than attempting to make it work yourself. We will determine the issue and make a work-around. Attempting to force the form to work if it does not can result in corrupting the form, so just let me know if you have problems.* Please do not send your reports via Google Docs as the nature of how we send reports to GFWC doesn't support this. If you do not have WORD, please contact me prior to sending. There is a work around.

I look forward to working with each of you during the next year. Please email me, text, or give me a call with any questions, concerns or ideas. *I am here to serve you and your clubs.* I assure you, I enjoy talking to each and every one of you and addressing questions and concerns. It is NOT a bother, it is my job and I enjoy it.

In Federation Spirit,

Suzanne

Suzanne Carswell, GFWC-SC 2nd Vice President

Cell: 803-397-9767 Email: suzannecarswell@gmail.com

P.S. ~ Club dues are due to GFWC-SC Treasurer, Carrie Zimmerman, on or before November 1!