



REPORTING INFORMATION & INSTRUCTIONS

ALL GFWC-SC REPORTING FORMS will be available on the GFWC-SC.org website under REPORTING/FORMS. The forms are fillable PDFs, may be completed on-line and emailed or filled out, printed and mailed.

A REPORTING & FORMS CHECKLIST is also available online as well as in the President's Packet, listing the form names and their due date.

DECEMBER CLUBWOMAN MAGAZINE will have a complete list of named awards for which your club may submit, along with criteria and instructions for each. Once published, the issue of CLUBWOMAN will also be available at GFWC-SC.ORG for reference.

As a GFWC Club, it is expected you will recite the Pledge of Allegiance at each of your meetings. You may also choose to say the Pledge to the State of South Carolina. These activities are simply part of the Opening Ceremonies portion of your meeting agenda and you do not report these.

EACH REPORT SHOULD INCLUDE:

1. A **Separate** completed **GFWC-SC STATE STATISTICAL & NARRATIVE COVER ENTRY FORM** for each report submission.
 - a. Clearly mark report submission type:
 - i. Statistics Only or Stats & Narrative or Stats, Narrative & Addenda.
2. A **Separate** narrative for each program report, consisting of a maximum of three (3) single-spaced typed pages. [Do Not Combine Narratives.]
3. **Optional Addenda** (supporting documents)
 - a. Addenda are limited to five (5) pages and must be attached only to the report marked 'Narrative with addendum.'
 - b. Addenda may include photos, handouts, flyers, publicity, screenshots, etc. which may be used to enhance the understanding of your project.

If your club chooses not to include a narrative, mark 'Statistics Only' on the cover form. The volunteer hours, number of club members participating, in-kind donations, dollars donated, dollars spent and/or raised on projects reported on the cover sheets will be included in the totals for composite state reports to GFWC.

DEFINITIONS

ADDENDA may include photos, handouts, publicity, etc. which help augment the understanding of your narrative and project.

ADVANCEMENT PLANS: Communication & Public Relations, Fundraising, Leadership, Legislation & Public Policy, Membership, Women's History & Resource Center

AFFILIATE ORGANIZATIONS (formerly Program Partners) such as Shot@Life, Heifer International, St. Jude's Children's Research Hospital, Operation Smile, Prevent Child Abuse America, HOBY, March of Dimes, Canine Companions for Independence, UNICEF and others.

COMMUNITY SERVICE PROJECTS (CSPs) are the programs and projects club members initiate and participate in to serve their communities, including projects with GFWC Affiliates.

CSPs: Arts & Culture, Civic Engagement & Outreach, Education & Libraries, Environment, and Health & Wellness.

DOLLARS DONATED is the monetary amount given to programs and projects.

DOLLARS RAISED reflects dollars earned from fundraising and development of programs and projects.

DOLLARS SPENT is costs incurred by members, clubs, or state federations to achieve Advancement Area goals.

IN-KIND DONATIONS reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In- Kind Donation Guide for an *estimated* value of commonly donated items at <https://www.gfwc.org/wp-content/uploads/2018/08/In-Kind-Donation-Guide-2018.pdf>

INTENT explains reason for project. (see color CSP 2020-2022 Realignment of 2018-20 Projects)

NARRATIVE is the written description wherein you describe the Intent of the Project and the Who, What, When, Where, How and Why of a project.

NUMBER OF PROJECTS is the numerical account of the programs and projects initiated and participated in by your club.

STATISTICS is the Numbers: dollars, hours, members, etc.

VOLUNTEER HOURS is the amount of time that members worked on **Club Approved** programs and projects. EXAMPLE: If a club member or even several separate members donate blood, deliver Meals-On-Wheels, make financial contributions to a charity, etc. it is NOT REPORTABLE. IF your CLUB votes to make a project of volunteering at the food pantry, delivering Meals-On-Wheels, makes a charitable grant or contribution with Club Funds, or go as a group wearing GFWC or Club apparel to donate blood, then that is a **Club Project** and those hours are reportable. REMEMBER: When you have a speaker (or attend a state meeting), you may count volunteer hours for the subject matter (ex: Environment) for each club member attending. Round to nearest hour!

REPORTING CRITERIA

- Clubs should report all activities for each Community Service Program, GFWC Special Program or Advancement Plan.
- All activities reported must be **club-approved projects**.
- A project/program may not be reported in more than one Community Service Program, Special Project and/or Advancement area report.
 - The exceptions: President's Special Project & Juniors Special Project
- **Clubs are asked to put "special emphasis" on up to three (3) of their top projects** for each of the Community Service Programs, Advancement Plans and GFWC Special Programs by reporting the "who, what, when, where, how and why" of the project, as well as pertinent statistics for the project. Providing complete details will assist our State CSP & Project Chairmen with judging and writing of their reports.

CERTIFICATES OF AWARD

Certificates of Award will be given at convention in each of the three (3) General membership categories, (1) Junior membership category, and one (1) Juniorette category, based on the information on the **STATE STATISTICAL & NARRATIVE COVER ENTRY FORM**.

GFWC-SC STATE/DISTRICT AWARD FORM should be filled out to qualify for named awards listed in the December Clubwoman Magazine. Read carefully and apply for the awards for which your Club is eligible, using the statistics compiled and narrative used on your GFWC-SC State Statistics & Narrative Cover Entry Form.

- It is perfectly acceptable to 'copy and paste' information from your State Statistics & Narrative Cover Form into the State/District Award Form.

CLUB CATEGORIES

Based on paid members as of 4/30/20. List of Clubs and Categories in included in the President's Packet and available on the GFWC-SC.org website.

General I: 1-14 Members
General II: 15-29 Members
General III: 30+ Members
Juniors
Juniorette

When you have questions, please text, email or call. It is part of my job to help you with your reporting. Please, let me help!

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