



GFWC
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**GENERAL FEDERATION
OF WOMEN'S CLUBS**



GFWC-SC
REPORTING
WORKSHOP
2024

NOVEMBER 20, 2024

WHY REPORTING MATTERS...IT'S NOT JUST ABOUT THE AWARDS!



Your Club's Reporting allows:



The GFWC & GFWC-SC Federation to:

gain knowledge of the outstanding volunteer efforts our clubs have done over a 12-month period

provides statistical data that may be utilized at the National and State level to solicit financial support from foundations and corporations

shows others in the community and the nation what matters to clubwomen therefore having an impact on decisions that affect our daily lives



Reporting is Key to our Success as a Club,



Federation, and Nation!



Plus, you can celebrate your club's successes.

BEFORE YOU START...

- Make sure you can log into GFWC-SC! Most of the forms you will need are BEFORE the login however you may need access to additional information that requires you to login. If you cannot get logged in, Contact Tonja Ivey at tivey@cdcsllc.com ASAP.(as soon as possible). She must set you up so don't wait.
- Once you get to GFWC-SC.org
 - Go to More
 - Member Resources
 - GFWC-SC Information – for club reporting, forms are in alphabetical order (all forms start with GFWC-SC so alpha order after that).
 - GFWC forms are BEHIND the log in on the GFWC-SC site under Members Only – you must log in to get to these

HOW TO REPORT...WORK SMARTER NOT HARDER!

- Go thru the 2024 GFWC-SC Reporting Information and highlight any reports you need to complete.
- Make sure to set reminders of the dates each form/report is due. Failure to meet the deadlines will result in your club being ineligible to receive recognition and rewards for your club's hard work
- All the forms are on the GFWC-SC website. They are now all fillable to make it easier to complete and return
- Please complete a GFWC-SC Statistical & Narrative Cover Form at a minimum for each project

CLUB CATEGORIES

- Your CLUB'S ROSTER that you were given in your President's Package (and is also on the GFWC-SC website) indicates the number of club members for reporting. ***THIS IS THE NUMBER TO USE WHEN ASKED NUMBER OF PAID MEMBERS AS OF APRIL 30, 2024***. If it doesn't look right, please contact me, Carrie Zimmerman or Mendy Haver and we can research this for you.
- A list of Club Categories was included in your President's Packet (it is also on GFWC-SC web site). This indicates the CATEGORY for your club for all reporting. They are as follows:

GFWC-SC CLUB CATEGORIES

General I: 1-14 Members

General II: 15-29 Members

General III: 30+ Members

Juniors

SUBMITTING REPORTS

- The Due Dates for all reports are listed in **red** in the 2024-2026 administration GFWC-SC Reporting Information
- **FEBRUARY 1 – Club Presidents**
 - This is the due date for MOST STATE reports for GFWC Community Service Programs, Signature & Special Programs, and Advancement Plan Reports. Use the STATE STATISTICAL & NARRATIVE COVER ENTRY FORM unless otherwise stated in the reporting information (this requirement is stated in the December Clubwoman magazine). We compile this and send the information to GFWC.
 - *For the Chairs completing the judging*, I will email you all the reports received for your area as soon as I can turn them around. Usually by February 2 or 3. I will have your deadline to return your judged reports in that email.
- **MARCH 1 (awarded every 2 years)**
 - COMMUNITY IMPACT AWARD – use the Special CIP AWARD REPORT FORM available at GFWC. This is a 2-year award due in **2026**. Pamme Eades gets these – pamme@att.net
- **March 15 – Club Presidents**
 - This is the due date for the GFWC-SC Awards – use the STATE/DISTRICT AWARDS FORM unless otherwise instructed.
 - *For the Chairs completing the judging*, I will email you all the reports received for your area as soon as I can turn them around. Usually by March 16 or 17. I will have your deadline to return your judged reports in that email.

WHAT NOW?

February 1st Reports:

- Send to Carrie Zimmerman, czim22@gmail.com
- Subject: Club Name (in full please)/CSP Name
 - **Example: St. Andrews Woman's Club/Education and Libraries**

Email each set of Reports Separately! It must be a separate email for Environment, Arts & Culture, etc.

****This means your cover form, narrative, and addenda (if providing) should be in ONE email/CSP or Special Project.****

- Junior Clubs must also submit a report to GFWC-SC Director of Junior Clubs Michelle Blackmon, mmichelleblackmon@gmail.com

All must be emailed by midnight of the date the report is due!

REPORT INCLUSION, WHAT THE HECK GOES IN THESE REPORTS?

WHERE to report your club's project?

The 'intent' of the project is the primary factor in determining where it is reported. This is normally easy to discern however you can only pick one – no cross-reporting! Here are some examples to help you decide:

- An art therapy project that emphasizes the therapeutic value of art: ARTS & CULTURE
- An art therapy project to aid Veterans with PTSD: CIVIC ENGAGEMENT & OUTREACH
- An animal themed art therapy fundraiser to benefit endangered animals: ENVIRONMENT

Community Service Program reporting is ONLY reported in one place!

Each Report should include the following:

- A separate **GFWC-SC STATISTICAL & NARRATIVE COVER ENTRY FORM** for **EACH** submission

GFWC-SC
STATE STATISTICAL & NARRATIVE COVER ENTRY FORM
Reporting Period: January 1 ~ December 31
Due: February 1
Year: _____

CLUB NAME	ANYTOWN WOMAN'S CLUB		
Club Category	<input type="checkbox"/> General I	<input checked="" type="checkbox"/> General II	<input type="checkbox"/> General III <input type="checkbox"/> Junior <input type="checkbox"/> Juniorette
Number of Paid Members as of April 30	23		
Member Reporting	Suzy Sunshine	Email	ss@email.com
Mailing Address	1234 GFWC Lane		
City	Anytown	Zip	29036 Phone 803-123-4567
Report Type	<input type="checkbox"/> Statistics Only	<input checked="" type="checkbox"/> Statistics & Narrative	<input type="checkbox"/> Stats, Narrative & Addenda

Name of SPECIAL PROGRAM, COMMUNITY SERVICE PROGRAM or ADVANCEMENT PLAN:
Health & Wellness

CSP or SPECIAL PROGRAM		ADVANCEMENT PLAN	
Number of Projects	1	Number of Projects	_____
Volunteer Hours	150	Volunteer Hours	_____
In-Kind Donations	\$175	In-Kind Donations	_____
Dollars Donated	\$1,000	Dollars Donated	_____
		Dollars Raised* _{fundraising}	_____

Name of GFWC AFFILIATE ORGANIZATION (ONLY project totals for GFWC Affiliate Organizations are reported below!):
Operation Smile

Number of Projects	1
Volunteer Hours	25
Dollars Raised and/or Donated	\$200

Include your narrative and addenda on a separate sheet and attach with this form.

- **Clearly mark report submission type”**
Statistics Only or Statistics & Narrative or Statistics, Narrative, & Addenda

Please submit, at a minimum, a **Statistics Only report for each project/program your club does. That simply means you complete the **Statistical Form** and provide no additional narrative or addenda.**

- **Mark it ‘Statistics Only’ on the **Statistical & Narrative Cover Form****
 - **Include 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****

If you do nothing else, please complete this statistics information and send it in. It provides valuable information for our state reporting.

If providing a Narrative, each narrative report must be:

- **a MAXIMUM of three (3) typed pages. These can be in WORD or Google docs (no PDF'S please!) and sent as a separate attachment in your email WITH the Statistical Cover Form marked 'Narrative' for each report**
- **If you want to include Addenda (supporting documents – optional but encouraged)**
 - **Limited to five (5) pages. Statistical Cover form must be marked 'Narrative with Addendum'.**
 - **May include photos, handouts, publicity articles, screenshots, etc.**
 - **Each photo must be labeled or captioned to enhance the understanding of your club project**

REPORTING CRITERIA

- Report only CLUB APPROVED PROJECTS
- Report all activities for each Community Service Program, GFWC Special Program or Advancement Plan
- A project/program may not be reported in more than one Community Service Program, GFWC Special Program or Advancement Plan (that's cross reporting).
 - Exceptions: GFWC-SC President's Special Projects & GFWC-SC Director of Juniors Special Projects
- If you have multiple projects per Community Service Program, GFWC Special Program or Advancement Plan, put a special emphasis on up to three (3) of the top projects. You may get picked as a Top 10 project for our state!
- Provide complete details to assist our State CSP & Project Chairs with judging and writing their reports. Be BRIEF and CONCISE reporting the intent with who, what, when, where, how, and why. Provide pertinent statistics for each project

SOME EXCEPTIONS...

- You can report a project under a Community Service Program, GFWC Special Program or Advancement Plan AND report it under the GFWC-SC's President's Special Projects or the Director of Junior Clubs Special Projects.
 - Example: Your club did a program on what to look for to determine the quality of nursing homes. This could be reported under Civic Engagement & Outreach. It should also be reported under the President's Special Project Stand Tall for the best overall award project in the area of Elder Abuse/Neglect Awareness
- A FUNDRAISER benefitting a SINGLE SPECIFIC PURPOSE may be reported under Fundraising Advancement Plan AND the CSP where funds were donated
 - Example: A fundraiser benefitting Breast Cancer Research could be cross reported under Fundraising AND Health & Wellness

EXAMPLES OF WHAT TO DO...OR NOT...

- What the club reported...

WHITE BAGS OF COURAGE: This is the fifth year doing this project. In September, we put the bags together and delivered them in later that month. Again, we ordered white handled bags and utilized the stamp of our club seal to put our club 'branding' on the bags. Members filled the bags with lap blankets, bottled water, sugar free candies, energy bars, note cards, crossword books, lip balm, hand lotion and other goodies. We included a rolled page tied with ribbon full of quotes about courage from people of all walks of life, from Mother Teresa to John Wayne, "Courage is being afraid but saddling up anyway." Finally, we stuffed blue tissue in all the bags to make for a festive presentation. 50 bags were delivered and distributed to cancer patients receiving chemotherapy at the South Carolina Oncology Associates. In the past, the bags of goodies would be presented to chemo patients when they began their orientation to the chemo process. This year the social worker greeted us in the parking lot to retrieve the bags because of COVID. As we were unloading, a medical worker from radiation came out of the building and requested some bags for her patients as well. We allowed her to fill a cart and take them with her to distribute also to the cancer patients inside the building receiving radiation treatments next door.

WHAT THE GFWC-SC HEALTH AND WELLNESS CHAIR SENT TO GFWC IN OUR STATE'S TOP TEN REPORT..

- ANY TOWN WOMAN'S CLUB – WHITE BAGS OF COURAGE CANCER BAGS (55 MEMBERS): White Bags of Courage Project for cancer patients receiving chemotherapy at South Carolina Oncology Associates. Club members filled 50 white, handled bags (stamped with the club's blue seal) with lap blankets, bottled water, sugar free candies, energy bars, note cards, crossword books, lip balm, journals, hand lotion and other goodies. In addition, each bag had a rolled page tied with a blue ribbon full of quotes about courage from people of all walks of life, from Mother Teresa to John Wayne. Before delivery, each bag was stuffed with blue tissue paper to make a festive gift presentation.

Hours: 16 Dollars Spent: \$404 In-Kind Donations: \$10

- (When the state chair does her report to GFWC and when Suzanne compiles her numbers, having this line of statistics makes a HUGE difference!)

WHAT GFWC EDITED TO GO ON THEIR WEB SITE AS A TOP TEN PROJECT..

- White Bags of Courage GFWC Any Town Woman's Club (SC) supported cancer patients receiving chemotherapy at South Carolina Oncology Associates. Club members filled 50 bags with lap blankets, bottled water, energy bars, note cards, crossword books, lip balm, journals, and other goodies. Each bag also had a rolled page tied with a blue ribbon full of quotes about courage from people of all walks of life, from Mother Teresa to John Wayne. Before delivery, each bag was stuffed with blue tissue paper to make a festive gift presentation.
 - Hours: 16 Dollars Spent: \$404 In-Kind Donations: \$10

As you can see, being concise and brief is the best way to do your reports...descriptive words do not make it better!

REMEMBER...

- DO NOT:
 - Use a club member's name
 - Write in first person
 - Use 'WE'
- DO:
 - Write in **THIRD** person
 - Spell out your club's name like Woman's Club of Any Town, instead of WC of Any Town
 - Say 'the membership', 'club president', or 'the club', etc.

Use as few words as necessary to clearly report your club activities!

FOR A STATE OR DISTRICT AWARD

- **Use the State/District Award Form for GFWC-SC NAMED AWARDS** which your club may qualify
- These awards are in the December Clubwoman as well as the **GFWC-SC REPORTING INFORMATION** handout
- Please send these reports to the person indicated in the December Clubwoman
- You **MAY** cut and paste from your **NARRATIVES** in your **STATE STATISTICAL & NARRATIVE REPORT** – there's no need to re-write and this is **NOT** considered cross-reporting

HELPFUL HINTS:

- Do not report **INDIVIDUAL EFFORTS** like the following:
 - Personal club member donations to a charity
 - Individuals making and donating Christmas Shoeboxes
 - Donating blood
 - Volunteering at a polling place
- Do report **CLUB EFFORTS** like the following:
 - Donating to a charity with club funds
 - Making Christmas Shoeboxes as a group and paying postage with club funds
 - Going together to donate blood or sponsoring a blood drive as a club
 - Volunteering as a club at a polling place

**And remember,
saying the Pledge of Allegiance is NEVER reported
as this is simply part of your meeting**

KEY ITEMS TO REMEMBER...

- All reports are due no later than **MIDNIGHT** of the due date listed...and I'd love them earlier!
- The reporting period is January 1- December 31 so you may have information from multiple CSP club chairs to compile
- Total number of club members are considered the total paid club members as of April 30, 2024
- Remember your Club Category – I've provided this information to your President
- To find your GFWC-SC STATE online fillable forms, sign onto GFWC-SC and go to GFWC-SC Resources BEFORE the log in.
- Do not report a club project in multiple CSP's – that's cross-reporting. See the information outlined as to when cross-reporting is permitted

TO OUR CHAIRS WHO WILL BE JUDGING...

- I will be sending you the reports via email for your area of judging as soon after the deadline for the, to get to me...it should be within 1-2 days. You will need to return them to me by deadline I set (will be indicated when I send your reports to you)
- Review the criteria given to the clubs regarding reporting so that you are familiar with their requirements
- Sort your reports by Club Category (please double check the information provided from the club to assure in the correct category) and judge each grouping separately.
- You may also be asked to pick a club Best Creativity award – it may be one of your Category winners or it may be a club project that you deem most creative
- If you are asked to provide your Top Ten projects from all the reports you judged – please provide as many as you can up to Ten...GFWC uses this information to select for winners across the United States

AND REMEMBER...

- Reporting is a great time to enjoy fellowship with other club members (get a group together to do your reports!), re-visit club projects and club successes, and to provide GFWC and GFWC-SC valuable information as to what matters to you, your club, your community, and your state.

Have fun and please contact me if you have any questions

Carrie Zimmerman, czim22@gmail.com, (864) 710-5851

If I don't know the answer...I will find out for you!

***And celebrate your club's accomplishments at the
GFWC-SC convention in April in Columbia!***