



2012-2014 CLUB MANUAL REPORTING

 Visit www.GFWC.org/ClubManual for updates and more information.

After much discussion and hard work, the 2012-2014 Administration is presenting an easier and more proficient process to gather important GFWC statistical information.

The major points of the new process include:

- Clubs will no longer report directly to GFWC.
- Clubs will continue to report to their respective State Federations in accordance with their respective guidelines.
- There will be a Community Service Program Chairman and a Community Service Program Partnership Chairman; the word "Collaboration" is eliminated.
- Each State President will provide GFWC with a completed Statistical Form that includes the totals from all General, Junior, and Juniette clubs in their respective state. This form will be available annually in late fall in both electronic and print versions. One copy of the form will be submitted directly to GFWC.
- There will be an Awards Program for states based on membership categories established at the beginning of each administration.
- In accordance with the State Award Entry Cover Sheet guidelines, each State Federation may submit one entry for each of the two Special Projects, two for each of the six Community Service Programs (one for program projects and one for partnership projects), and one for each of the six Advancement Areas. Judging criteria will be based upon the community or club impact of the projects submitted. The Awards Program is optional.
- In accordance with the Club Creativity Award Entry Cover Sheet guidelines, each State Federation may submit one club entry in each of the two Special Projects, two for each of the six Community Service Programs (one for program projects and one for partnership projects), and one for each of the six Advancement Areas. Judging criteria will be based upon the creativity of the projects submitted. Clubs will not submit entries. The Club Creativity Awards are optional.



For more information, refer to the Awards, Contests, and Grants section of the Club Manual or contact the GFWC Programs department at Programs@GFWC.org.



GENERAL FEDERATION
of WOMEN'S CLUBS

Statistical Form

Annual Reporting Period: January 1 – December 31

2012 2013

State Federation Name:			
State President Name:		Email Address:	
State President Mailing Address:			
City:	State:	Zip:	Phone:

INSTRUCTIONS

Complete this form to include total statistics from your State Federation, including General, Junior, and Juniorette clubs, for each Special Project, Community Service Project, Partnership Projects, and Advancement Area.

Submit statistical form to **Programs@GFWC.org** no later than 11:59 p.m. (EDT) on March 15 or send via postal mail postmarked no later than March 15 to:

GFWC
Attn: Programs Department
1734 N Street NW
Washington, DC 20036-2990

Upon receipt at Headquarters, copies of each State Federation Statistical Form will be provided to the GFWC International President, Second Vice President, and respective chairmen.

Do not attach your entries (narratives) for awards with this form. This is a statistical report only. Please follow additional directions on the Award Entry Cover Sheets.

DEFINITIONS

Community Service Projects are the programs and projects members initiate and participate in to serve their communities—they do not include statistics that relate to GFWC Partners.

Partnership Projects are the organizations listed within each GFWC Program and Special Project area with whom GFWC has established a formal relationship and mutual understanding. These organizations are listed on the following pages.

Number of Projects is the numerical account of the programs and projects initiated and participated in by the clubs in your State.

Volunteer Hours is the amount of time that members worked on club approved programs and projects.

Dollars Donated is the monetary amount given to programs and projects.

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 www.GFWC.org/Reporting.

Dollars Spent are costs incurred by members, clubs, or State Federations to achieve Advancement Area goals.

Dollars Raised reflects the dollars earned from fundraising and development programs and projects.



		Number of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
GFWC SPECIAL PROJECTS					
GFWC SIGNATURE PROJECT: DOMESTIC VIOLENCE AWARENESS AND PREVENTION	Community Service Projects				
	Partnership Projects:				
	Prevent Child Abuse America				
GFWC JUNIORS' SPECIAL PROJECT: ADVOCATES FOR CHILDREN	Community Service Projects				
	Partnership Projects:				
	Emergency Medical Services for Children				
	INMED Partnerships for Children				
GFWC COMMUNITY SERVICE PROGRAMS					
ARTS	Community Service Projects				
	Partnership Projects:				
	American Mural Project				
CONSERVATION	Community Service Projects				
	Partnership Projects:				
	TBD				
EDUCATION	Community Service Projects				
	Partnership Projects:				
	TBD				
HOME LIFE	Community Service Project				
	Partnership Projects:				
	Canine Companions for Independence				
	Easter Seals				
	National Osteoporosis Foundation				
	Inside Knowledge				
INTERNATIONAL OUTREACH	Community Service Projects				
	Partnership Projects:				
	Heifer Project International				
	Operation Smile International				
	U.S. Fund for UNICEF				
	United Nations Foundation				
PUBLIC ISSUES	Community Service Projects				
	Partnership Projects:				
	Kettering Foundation				
	Sew Much Comfort				
	USO				



		Number of Projects	Volunteer Hours	Dollars Spent
GFWC ADVANCEMENT AREAS				
COMMUNICATIONS AND PUBLIC RELATIONS				
LEADERSHIP				
LEGISLATION AND PUBLIC POLICY				
MEMBERSHIP				
WOMEN'S HISTORY AND RESOURCE CENTER				
		Number of Projects	Volunteer Hours	Dollars Raised
FUNDRAISING & DEVELOPMENT				
		Endorsed Fundraiser Projects:		
Uncle Al's Pecans				
Women's Bean Project				

We are continually working to develop partnerships with organizations whose mission and scope of work are germane to GFWC. This form will be updated as special project, community service program, and endorsed fundraiser partner agreements are finalized.

The finalized Statistical Form will be sent to each State President in late fall of each year. Each State President will complete this Statistical Form and submit it to GFWC by March 15 of each year.



**GENERAL FEDERATION
of WOMEN'S CLUBS**

STATE AWARD ENTRY COVER SHEET

REPORTING YEAR: 2012 2013

Prepared by: Name:		State Federation:
State Position:		
Address:		
City:	State:	Zip:
Email:	Phone:	
<hr/> Name of GFWC Special Project, Community Service Program, Partnership, or Advancement Area you are submitting this entry for		

STATE ENTRY:

Entries may be no more than three (3) pages single spaced (excluding cover sheet) and include:

- Up to two (2) pages describing no more than ten (10) specific projects completed by clubs that have made the most impact in a community or club. Include information that describes the "who, what, when, where, how, and why" of the project as well as pertinent statistics for that project.
- One (1) additional page, single spaced, describing the activities at the State Federation level initiated and organized by the State Federation/State Chairman.

Submit the award entry to the appropriate GFWC Special Project, Community Service Program, Community Service Program Partnership, or Advancement Area Chairman no later than **March 15** annually with:

- Cover sheet
- Up to two (2) pages describing no more than ten (10) club projects
- One (1) page describing State Federation activities

Note: State Federations are responsible for keeping a copy for their records.



**GENERAL FEDERATION
of WOMEN'S CLUBS**

CLUB CREATIVITY AWARD ENTRY COVER SHEET

REPORTING YEAR: 2012 2013

Prepared by: Name:		State Federation:
State Position:		
Address:		
City:	State:	Zip:
Email:	Phone:	
<hr/> Name of GFWC Special Project, Community Service Program, Partnership, or Advancement Area you are submitting this entry for		

Club President Contact Information			
Club Name:		Club President's Name:	
Club President's Email:		Club President's Phone:	
Club City:	Club State:	Zip:	

\$50 CLUB CREATIVITY AWARD ENTRY

Send a one (1) page narrative of the most creative project by one club from your State for consideration of the \$50 creativity award (this is judged separately and may also be part of the ten (10) projects listed on the State Federation entry form):

- Judging based on creativity of the project
- State Chairman is responsible for completing Club Entry Cover Sheet and attaching it to the narrative

Submit the award entry to the appropriate GFWC Special Project, Community Service Program, Community Service Program Partnership, or Advancement Area Chairman no later than March 15 annually with:

- Cover Sheet
- One (1) page narrative on most creative project

Note: State Federations are responsible for keeping a copy for their records.