



GFWC Florida Chairmen's Guidelines for Reports

2010-2012

In January you will be faced with the challenges associated with judging reports. As you receive these reports open them and put the date on the envelope (those received by snail mail) and check the date if received via e-mail. **The date is February 1st... 11:59 (check the clubs time zone) if sent by e-mail.** Let the club know that you have received their report.

- Start reading
- If you are a CSP Collaboration Chairman, highlight those projects
- If you are a CSP Partnership Chairman, highlight those projects
- Highlight those projects that you have promoted in your bulletins
- Highlight other good ideas

You might want to do each of these steps on separate reads using different colored markers for each. Let's go over a few things to remember. Don't bother to separate the reports into categories yet. First, many clubs will give you the wrong membership count. Wait until February 5th when you receive your statistical sheet from headquarters. This is spreadsheet that will be sent to you via e-mail with all the clubs listed by district, their membership and their annual donation for each charity.

Prepare to do your GFWC report which is due to me no later than **March 1**. **DO NOT SEND THEM TO YOUR GFWC CHAIRMAN. I will do that for you. The junior's will have the figures and information for your reports to you by Feb 10th.** If you don't have them by then, call me immediately. It is **very important that the junior figures and information are included in your GFWC Report.**

First do your statistics. You need to tally all the statistics from all of the reports. Keep a look out for any obvious errors in this area – e. g... If a club claims to have donated a very large amount of money that seems out of line with the number of member who participated in this project, it could be valid but you need to check with the club. The statistical totals for each club should tally. Total number of members cannot exceed the total members in the club. If GFWC Florida members donated to a project in your area, reports those contributions. Your reports may be altered if we have pertinent information from other sources (i.e. Junioresettes)

REREAD the narratives from all the reports. Continue to highlight and take notes.

Don't forget when writing these reports:

- ✓ Go to the GFWC website at www.gfwc.org and click on the club manual and find all the projects that fit those projects listed in your area. Also refer to the "Where to report it" – a new version is on the web.

- ✓ What you as a chairman did to promote the GFWC Partnership
- ✓ List several clubs and their projects that promote the GFWC CSP ideas
- ✓ Add in other projects that you feel were outstanding
- ✓ GFWC Chairmen have EGO's...It's all about what they wanted you to promote.

Your GFWC report must have a GFWC report form and a narrative not to exceed 3 pages. You will find this form on the GFWC website under club manual/reporting.

Next on your list: Judging Reports

- ✓ Go back to the original pile of reports and check membership numbers. Use only the number on the GFWC Florida Statistical Report that you receive about February 5th from headquarters. If the number on the report is different from that, change it to the number on the statistical report.
- ✓ The Executive Committee will decide and tell you the membership categories
- ✓ Winning reports should be sent to President Teddy and State Awards Chairman, Karen Morris and me and should include the number of clubs that have reported and the number of club members.

What do you look for when judging club reports?

- ✓ It is not necessary that a club contribute to ALL Partnership item. They must contribute to at least one.
- ✓ Did they report what you promoted?
- ✓ Watch for:
 - Extreme project breakdowns
 - Numbers that just don't add up
 - Was it really their project or did the cash in on somebody else's e.g. another Civic organization
 - Could this be reported elsewhere and was it?

If your club is in the running for an award, have someone else judge that report. Either have your counterpart; your junior counterpart or the Dean of Chairman to do the judging.

All Community Service Programs will be giving 1st, 2nd, 3rd place awards. The form for this is on the web site. We tried to make it easy for you and there is only one form for everything – copy as necessary. The six CSP's both collaboration and partnership will also be giving 1st, 2nd and 3rd for overall. Those of you who have multiple chairmen in the same CSP need to decide among yourselves who will be the overall CSP coordinator. One person is to submit the report but both can sign the certificate if desired.

Your winners list is due **NO LATER than March 15th** to Karen Morris, State Awards Chairman, President Teddy Hulse and Carole Weaver, 1st VP.

If you have any questions, please contact any of the above names.

Thank you for being the best chairman!

Carole Weaver – GFWC Florida 1st VP