

GFWC FLORIDA REPORTING PROCEDURES

1. For each report submitted, use at least one (1) of the statistical sheets. The sheets may be reproduced as needed for each report. If you wish to computer generate your own form it must be similar to the format on the form provided and must include all of the information listed on the provided form. The statistical form is in an Excel format.

HEADING:

Name of Club – Please use the official name of your club as printed in the GFWC Florida Manual, listed in the section for your district. If your club is incorporated, it is not necessary to include “Inc.” on your report.

District - Use Arabic numbers (1,2,3,4...) not Roman numerals (I,II,III, IV...) Number of members – this is the number of members for which dues were paid during 2010.

Department or Area – (a Community Service Program, Membership, Programs, Leadership, Public Relations or Fund Raising)

Year – Indicate the year in which the projects/programs were completed (2010)

STATISTICAL INFORMATION

Project Number – Number each project (1,2,3,4...) for clarification.

Name of Project – Give each project/program a name that will identify it. Avoid local names. Use more than one line if needed, but do not write any descriptive narrative on these lines.

Members – Indicate the total number of members that participated in the project or program. Do not include non-member volunteers. Their help may be noted in the narrative.

Hours – Indicate the total number of hours spent on the project/program by multiplying the number of Members by hours spent for the total. Round off to nearest hour.

Cost to Club – This is money spent by the club to complete the project or program. (Example: fee for a speaker, materials purchased by club for a project, etc.) This column may not be needed for every project or program.

Good/\$ Contributed – This is money spent by individuals (cash or in kind goods) to complete a project or program. These are “out of pocket” donations. Enter the figure for the amount donated to charitable causes including actual cash or the value of donated goods. (Examples: gifts donated by members for Hacienda, cost of tickets purchased by members to a club event, donation from companies/businesses, etc.) This column may not be needed for every project or program.

Profit – Enter the net profit realized by the club for the project/program. This column will not be needed for every project.

Total This Page – Add all figures for each column on the page except membership, (leave blank)

Grand Total – On the final statistical page enter the combined totals from each column from all statistical pages for this report. *Please note: The total number of members cannot exceed the number of members in your club.*

2. **NARRATIVE PAGES.** Each report may contain up to **four (4)** additional pages detailing some or all of the project/programs listed on the statistical sheet. These additional pages are **front side only, no smaller than 12 font size, and the font can only be Arial ,Cambria, Calibri, or Times New Roman.** **One inch margins on both the left and right side of the paper are required.** This is to allow ease in reading of the reports. These additional pages should include how, why, and the results on unique projects so that chairmen can share your ideas. Please number the projects that you choose to elaborate

on, using the corresponding number of the project/program on your statistical sheet. You do not have to elaborate on every project listed. **The DEADLINE for your completed reports is postmarked by February 1.**

3. There is a maximum of eleven(11) reports. You may compile the following reports and send to the chairmen as indicated:

1 – 6 The six GFWC Florida Community Service Programs – **Arts, Conservation, Education, Home Life, International Outreach and Public Issues – both collaboration & partnership.**

Write one (1) report per department. Make copies of that report and send a copy to each of the chairmen within that department. There are two (2) chairmen each in the arts, conservation, education, home life, international outreach and public issues Community Service Programs during this administration.

7. Fundraising to the GFWC Florida Fundraising chairman and to President's Project Chairmen
8. Leadership to the GFWC Florida Leadership Chairman
9. Membership to the GFWC Florida Second Vice President/Membership Chairman and to President's Project Chairmen.
10. Programs to the GFWC Florida Programs Chairman
11. Public Relations to the Identity/Public Relations Chairman and to the GFWC President's Project Chairmen

4. Report Activities in the following areas to the chairman indicated

- ❖ Sew Much Comfort to the GFWC Florida Public Issues Chairman
- ❖ Hacienda to the GFWC Florida Public Issues Chairman.
- ❖ Juniorettes to the GFWC Florida Second Vice President/Membership Chairman
- ❖ Special Olympics to the GFWC Florida Home Life Chairman
- ❖ Canine Companions for Independence (CCI) to the GFWC Florida Home Life Chairman
- ❖ ESO to the GFWC Florida Education Chairman
- ❖ Domestic Violence to the GFWC Florida Public Issues Chairman

5. Cross (or double) reporting is **NOT** allowed **except** for the following areas:

- ❖ **FUNDRAISING**
- ❖ **PROGRAMS**
- ❖ **PUBLIC RELATIONS**

Reports which contain projects that have been Double reported will NOT be considered for awards.

6. The following reports/contests/forms may also be completed/entered.

GFWC Florida LEADS: This opportunity is designed to identify members at the club level who have the potential and desire to assume leadership positions in their clubs. GFWC Florida LEADS will provide participants with the knowledge, capability, confidence and commitment to work more effectively in their clubs. Each junior or woman's club may nominate one candidate. The deadline for nominations is postmarked by **December 1.**

The deadline for all of the following is postmarked by February 1. Reports not postmarked by February 1 will not be considered for awards.

HONOR SCORE: The Honor Score form is on line. Please email or send a copy of the completed form to each of the following: The GFWC Florida Awards Chairman, the GFWC Florida President, the GFWC Florida First Vice President and your District Director.

LOIS B. PERKINS LEADERSHIP ACHIEVEMENT AWARD: This form may only be submitted by clubs that scored at least 100 points on the Honor Score. Email or send a copy of the completed form to each of the following: The GFWC Florida Awards Chairman, the GFWC Florida President, the GFWC Florida First Vice President and your District Director.

CLUB HISTORY: This is to be submitted only in the second year of the administration. For an initial History you may submit a maximum of four pages, each double –sided (total of 8 sides). For a history updated you may submit one page, double sided. If your club has its history in a book form, you may submit a copy of the book one time only.

YEARBOOKS & NEWSLETTERS: You may submit a copy of your yearbook and/or one (1) newsletter to the GFWC Florida Club Communications Chairman for judging. A cover sheet is required for each award. The form is included in this handbook and is on the web site.

JUDY LUTZ FEDERATION INTERACTION AWARD: This award is open to clubs that actively interact with a junior club. Submit a two-page (maximum) narrative outlining interaction between women and junior clubs to the GFWC Second Vice President/Membership Chairman. The junior club must also submit a report to the GFWC Florida Junior Membership Chairman. This contest has no restriction placed on it regarding cross (double) reporting.

MARCIA BRIGHT WOMEN/JUNIORETTE AWARD: This award is open to clubs that actively interact with a Juniorette Club. Submit a two page (maximum) narrative outlining interaction between Women and Juniorette clubs to the GFWC Florid Second Vice President/Membership Chairman. The Juniorette club must also submit a report to the Juniorette Advisory Committee Chairman. This contest has no restrictions placed on it regarding cross (double) reporting.

GFWC FLORIDA VOLUNTEER OF THE YEAR AWARD: This award is given annually to one woman’s club member who best exemplifies service through volunteerism. See the Membership section on the web for the nomination form and criteria. Email or send the completed nomination form and materials to the District Membership Chairman. Deadline is February 1.

7. Make two additional copies of your reports and forms. All reports may be sent via e-mail this year. Email or send a copy of all submitted materials to your District Director and keep one copy for your club files.

Thank you for reporting. If you have any questions, please call your District Director, the appropriate GFWC Florida chairman or the GFWC First Vice President.

