

**A W A R D S**  
Fall Board 2011  
Bulletin #3



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It's hard to imagine our year has just three months left! If you haven't yet been documenting projects and programs for your club, this is an excellent time to begin. Our clubs each are unique, and that's one of the benefits of being a Federated Club...we can focus our efforts on a local basis as well as statewide and/or internationally, with the support of our state and international federations.

We do great things in our communities, and reporting is a valuable vehicle for clubs to continue to move forward in the right direction. Consider these benefits:

- Clubs can measure the effectiveness of their projects and programs;
- Members can use reporting information to create a Club History;
- Officers can utilize reports to analyze where the time of their members and money of their treasury has been expended...and to use this information as they plan for the coming club year;
- Clubs can learn what other clubs are doing via information Community Service Project (CSP) and other Chairmen share in workshops and Bulletins;
- Publicity Chairmen in clubs and Chairmen for Fundraisers can zoom in on statistics when seeking publicity and/or sponsorships, etc.; and
- Clubs can have fun competing for awards presented annually at Spring Convention for work in specific areas that is outstanding. While this is not our motivation for completing reports, it's nice to have some fun celebrating together at Spring Convention while being acknowledged for the great work we do.

**HONOR SCORE** – To qualify, a club must earn 100 points in the calendar year. Scoring is based on both participation and contributions. Don't forget to complete the **Bonus Points** section to help your club reach the 100 points needed to qualify. Every club submitting this form with 100 points or more will receive a Certificate and be recognized at the GFWC Florida Spring Convention.

**LOIS B. PERKINS ACHIEVEMENT AWARD (LBP)** – Once you have earned 100 points or more on your Honor Score form, and have participated in the six Community Service Programs, you should complete this form. Additional points will be awarded to clubs receiving certificates of merit for **First (10 pts.), Second (7 pts.) and Third Place (5 pts.)** for outstanding GFWC Florida **reports** in each of the **six Community Service Programs, Membership and Leadership**. **Overall** awards in the six Community Service Programs will earn winning clubs **12 points for First, 9 points for Second, and 7 points for Third**. **Programs, Fund Raising and Public Relations** awards will be **First (8 pts.), Second (5 pts.) and Third Place (3 pts.)**. The club with the highest total points in each of the Five (5) membership categories will be named Club of the Year for their Category. The club with the highest Overall Point Total from among those five will be the recipient of the Lois B. Perkins Leadership Achievement Award recognizing GFWC Florida's most outstanding club! This club will have use of the Silver Tea Service for one year as part of this honor.

**MEMBERSHIP CATEGORIES** – The Executive Committee will set the Category membership ranges **ONLY AFTER** dues and reports are received. This will provide for a leveling out of the number of clubs reporting, and therefore competing, for awards in each category.

**DOUBLE REPORTING** – Double, or cross reporting, will be accepted **ONLY** in these areas: Fundraising, Programs and Public Relations. **Examples:** You need to report Fundraising projects to the Fundraising Chairman AND in the department or area where each pertains. You should report Programs to the Programs Chairman AND to the department or area where each pertains. You should report Public Relations to the Public Relations Chairman AND to the department or area where each pertains. **Hint:** Take advantage of reporting these three areas into more than one report! You need to submit your completed reports to your District Director, who is responsible for checking for double reporting and determining each club's eligibility for awards.

**REPORTS DEADLINE** – We will not accept reports for judging either time stamped or postmarked after 11:59:59 p.m. February 1, 2012.

## **REPORTING**

As mentioned above, our clubs are unique, just as how we prepare our reports is. Some clubs have Reporting Chairmen, while in other clubs the President compiles the reports after receiving reports from each Chairman. Still other clubs have Reporting Committees. However your club handles reporting, chances are you all are drawing on the same kinds of information to assist you in this project.

Some **HELPFUL TOOLS** might be the following:

- A planning session with those involved in order to establish a timeframe for completing your reporting as well as to brainstorm on reporting:

- Date which you anticipate either emailing or snail mailing your reports;
  - Date which you need to submit your reports to your District Director for review (allowing her enough time to do so and get back to you her input);
  - February 1, 2011 is the postmark deadline, and February 1, 2011, 11:59:59 pm in whatever time zone **you** are located is the email deadline.
- Your Club Yearbook, where you may have listed members serving in District or State offices;
  - Agendas/Program copies from your club meetings, where a program was presented, or there was a speaker from GFWC Florida, your District Director or a GFWC Florida Chairman. Your Agenda also will identify if your members said the Pledge of Allegiance, etc;
  - Your Club's financial books, where donations you have made are reflected;
  - Copies of the Honor Score and the Lois B. Perkins Leadership Achievement Awards forms. (GFWCFlorida.org, WOMEN, DOWNLOADS, under Forms.) These can be a checklist of sorts for reportable items (whether or not your club is submitting these reports, though we hope you will submit both).

- “Where to Report It for 2011” (at GFWCFlorida.org, WOMEN, DOWNLOADS, under Forms). This is an extremely valuable tool!
- Copies of Chairmen Bulletins. Look for hints and ideas in the Bulletins that may apply to your club. (GFWCFlorida.org, under WOMEN, Programs, then click on the CSP or other area for the respective Bulletins.)
- GFWC Club Manual (at GFWC.org), which is a wealth of comprehensive club resources. Check out the information for each CSP as well as other special projects.
- Club and Board minutes, as they may include something omitted in the brainstorming process.

When you begin to finalize your reports, be sure to take advantage of information available at the GFWC Florida Website:

Go to GFWCFlorida.org.

On the Home Page, click WOMEN, DOWNLOADS, under Forms;

- Everything you will need to complete your reports is available, from the Chairmen’s Guide to Judging Reports (get an idea of their process), to an Excel spreadsheet you can use for your reports; Bulletins may be found as itemized above;
- Email addresses for Chairmen are listed; and
- Snail mail addresses for Chairmen are provided in a format for printing labels.

Before you are ready to submit your reports, take advantage of your District Director as a final tool.

- Allow enough time in your planning cycle to get your reports to your DD;
- DDs can help by reviewing for any non-allowable double reporting.

Now...you’re ready to submit your reports!

### **CHAIRMEN**

Your winners’ reports are due to President Ted Hulse, 1<sup>st</sup> Vice President Carole Weaver, and me. Please be sure to include your name, phone number and email address on the report form.

1<sup>st</sup> Vice President Carole Weaver will be providing you specific information on your responsibilities and timeline for the report judging process.

Please email or phone me if I can answer any questions or provide additional information.

