



Tools & Tips for Reporting

Tools

So, you are ready to write your reports! Below is a list of suggested items to gather to make it easier.

1. Online forms
 - a. Statistical Form and Instructions
 - b. Narrative form
 - c. Honor Score
 - d. Lois B. Perkins
 - e. Where to Report Guidelines
 - f. General Information & Frequently Asked Questions
 - g. GFWC In-Kind Donation Guide
2. Completed Remittance Form
3. Previous year's reports – narrative & statistical
4. Financial Report from Treasurer – your income & expenses for the year
5. Membership roster
6. Club minutes
7. Attendance forms/lists from Meetings and Events
8. General Meeting Programs & Speakers List
9. Recording forms (if your club uses these)
10. Hours sent to you from others – President, President Elect, etc.
11. President's Project list
12. In-kind donations list – tracks donations to each area
13. Newsletters
14. News Articles submitted to local papers & Florida Club Woman
15. Scrapbooks

Tips

You have gathered all your tools, so let us get started! Here are a few tips to keep in mind.

Statistical

1. Fill out your Statistical Form first. Only one form containing all your club's information for all areas will be sent in. If it is easier, each of your club chairs can fill out their information on a statistical form and send it to the President or Reporting Chair for your club and she can enter it into one form.
2. Review the definitions on the statistical instructions to make sure you know what goes in each column.
3. When calculating hours for a project (see Statistical instructions and General Information & Frequently Asked Questions Document),
 - a. You may add travel time in each direction (1 hour round trip per person is a good estimate).
 - b. 60 women hear a 30-minute program at a meeting = 30 hours
 - c. 10 women attended a 1-hour committee planning meeting = 10 hours
 - d. 10 women participated in a 2- hour project = 30 hours (20 hours for the project + 1-hour travel time per person).
 - e. If you as the Chair spent 2 hours planning the meeting, count it!
4. You may count hours that someone worked individually if the project is approved by your club and in the club minutes. Example – volunteering at the local Chamber has been approved by the club and can be counted. Volunteering at your church office has likely not been approved and could not be counted. Remember, you must be representing GFWC, otherwise those organizations receive the benefit of reporting your hours.
5. Not sure of exact hours? Just make an educated guess. “There are no hour police”.
6. Advancement Area Committees (Communication & PR, Leadership, Membership and Legislation/Public Policy) can report member donations under money spent, in addition to money spent from the club budget. They do not report In-Kind donations.
7. Remember under Fundraising, it is NET dollars raised (dollar amount raised minus expenses).
8. In kind donations are goods. Gift cards are considered money/dollars.
9. No double reporting. You may break up a project between reports if there is no overlap.
10. Include your donations the club made on the Remittance form.
11. Email the complete Statistical Form to the President, 1st Vice President, and all chairs.

Narrative

1. Narrative tips:
 - a. Use complete sentences.
 - b. Be concise - delete unnecessary words.
 - c. Use active sentences in a positive tone.
 - d. Avoid using acronyms.
 - e. Check spelling, grammar, punctuation, and format.
 - f. Tell the facts. Include facts, numbers, and statistics. Include number who attended, number of blankets donated, etc.
2. The most important thing to remember is to tell the impact that your project made on the community and/or others.
3. The narrative is the opportunity to brag about your club. You have four (4) pages for each Reporting Area. Make your club shine!
4. Find adjectives that will grab the reader's attention. Many times, it only takes one good adjective.
5. Fundraising – tell about your fundraising events and the money you raised. When you donate that money to a charity, the donations made from the events are reported under the Community Service Programs, The GFWC Signature Program or the Junior's Special Program.
6. Do not use local group names. Example: instead of Peace Café, call it “feeding the homeless” or “Peace Café for the Homeless”. The chair may not be familiar with your local organizations.
7. Assume the chairman reading your report has never heard about anything about your club's activities. Make her want to come visit and check it out.
8. Make sure if you received points on the Honor Score or the Lois B. Perkins Award, that you include those items in your narrative.
9. The President's Project, the Director of Junior Clubs Project and the Director of Juniette Clubs Project are compiled from all your other reporting areas. Use the narratives from the other reports, copy and paste the information into the narratives for these reports. You can tweak them if you want to. These reports are so our Leaders can see what we are accomplishing for their projects (and of course for awards too).
10. Email the narrative reports to the GFWC Florida President, the GFWC Florida 1st Vice President, and the appropriate chair.