

 **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. ttendance 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  reports@gfwcflorida.org

***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

Juniorette 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  reports@gfwcflorida.org