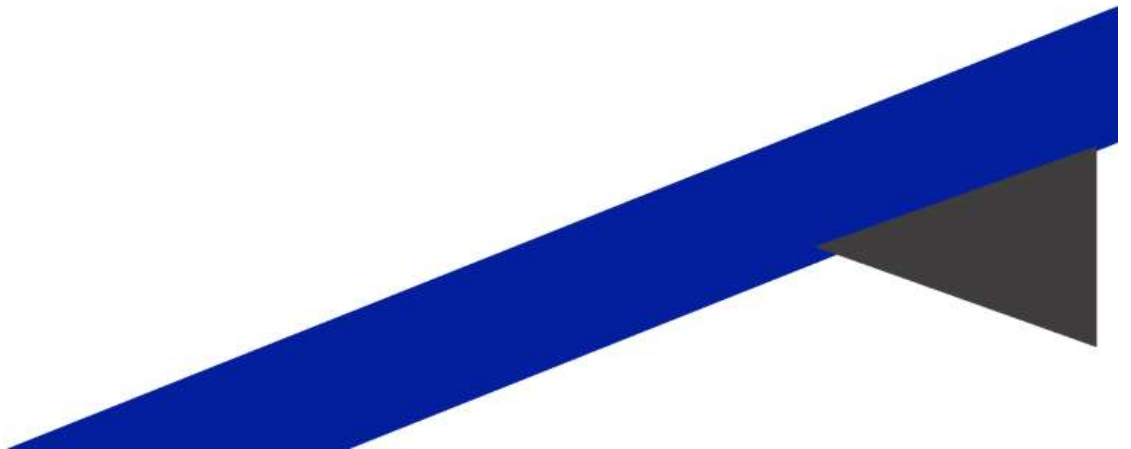


GFWC Florida

Reporting Handbook



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WHY REPORT?

- Reports are a “diary” of the club’s activities during the year, providing a picture of achievements of the group and the accomplishments of individual members.
- Reports are the heart and soul of a club’s history, reflecting the concerns and interests of club members at a particular point in time and over time.
- Reports are the basis of a publicity campaign, illustrating what the group is doing at a given time.
- Reports help future members plan activities, knowing what was done in the past and what was or was not successful.
- Reports are useful for membership recruitment efforts, allowing potential members to gain a realistic picture of the club’s purpose.
- Reports are necessary to compete for recognition and awards on the district, state, and international levels of GFWC.
- Reports provide critical statistical information to help GFWC represent the membership to national policy makers and to receive grants and partnerships with national organizations.
- Reports document the club’s non-profit organization status.

If you have any questions, please contact:
GFWC Florida First Vice-President Dara Bergdoll
firstvp@gfwcflorida.org

GFWC Florida Reporting and Awards Due Dates

December 15

- Club Remittance Form and Dues sent to GFWC Florida Headquarters or paid online at www.gfwcflorida.org . *Please note: your reports will be ineligible for judging if dues are not received by December 31st.*

February 1

- **GFWC Florida reporting form** sent via e-mail by 11:59PM to reports@gfwcflorida.org . *Please note: your reports will be ineligible for judging if not received on time.*
- GFWC Florida LEADS Application
- GFWC Florida Newsletter Contest
- GFWC Florida Website Contest
- GFWC Florida Writing Contests
- GFWC Florida Yearbook Contest
- Juniors' Special Program (One Voice for Children) Grant Application
- Judy Lutz Federation Interaction Award
- Mary Ann Taylor Child Advocacy Award
- Volunteer of the Year (to your District Membership Chairman)
- Youth Leadership Awards

March 1

- Women Returning to Work Scholarships
- GFWC Community Impact Program Competition (2024 only)

March 15

- GFWC Newsletter Contest
- GFWC Website Contest

June 1

- Jennie Award (2023 only)

June 30

- Club President and Treasurer update form sent to GFWC Florida Corresponding Secretary, GFWC Florida Headquarters, and your District Director.

Fall Board

- GFWC Florida Scrapbook Contest

GFWC Florida Photography Contest winners at GFWC Florida Annual Convention will be entered in the GFWC Photography Contest by the state chairman.

All forms and applications are posted on the GFWC Florida website within the Members Center.

REPORTING DEFINITIONS AND EXAMPLES

GFWC SPECIAL PROGRAMS:

GFWC has two special programs: GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention and Juniors' Special Program: Advocates for Children. Human Trafficking for Sexual Purposes is one of eight focus areas of the Signature Program. Florida is third in the nation for reported human trafficking cases. These statistics have prompted our state president to appoint an individual chairman and designate a separate reporting area for Human Trafficking.

COMMUNITY SERVICE PROGRAMS:

These are the core components of the work of the General Federation of Women's Clubs in which club approved programs and projects that members initiate and participate in serve their communities. The five Community Service Programs are: Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness.

ADVANCEMENT PLANS:

These are areas that are intended to benefit the general operations of the club and its members. The six Advancement Plans are: Communications and Public Relations, Fundraising and Development, Leadership, Legislation/Public Policy, Membership, and Women's History and Resource Center (WHRC).

GFWC AFFILIATE ORGANIZATIONS:

These are organizations that GFWC partners with that clubs can support with community programs and projects, and with monetary and in-kind donations. These are subject to change but presently include Canine Companions for Independence, Heifer International, Hope for Justice, HOBY, March of Dimes, Operation Smile, St. Jude's Children's Research Hospital, UN Foundation Shot@Life Campaign, and UNICEF USA.

NUMBER OF PROJECTS:

Report the number of programs and projects sponsored by the club; this includes activities held outside a club meeting and at a club meeting. This can include speakers at club meetings. Activities for non-club approved projects should not be included on any of the reports.

VOLUNTEER HOURS:

This is the amount of time that members planned, attended, and worked on club approved programs and projects. Remember, you must be representing GFWC, otherwise those organizations receive the benefit of reporting your hours. Make sure the total number of hours is the same as reported on the separate cover sheets, if submitted. Round up minutes to the next hour.

Examples:

- 1) *Actual time attending or working a club approved program or project.*
- 2) *Travel time to and from the club approved program or project, EXCEPT for travel time to and from regular club meetings.*
- 3) *Time spent telephoning, running errands for club, writing letters and emails, writing reports, writing articles, composing, and reading newsletters, updating website, Facebook, or other social media outlets, carrying out the duties of your office and/or chairmanship.*

- 4) *Time spent traveling to and attending committee, district, state, region, and/or GFWC meetings/conventions.*
- 5) *Hours for club programs may be counted as the length of time of the program multiplied by the number of members present. Example: 1/2-hour program x 23 members present = 12 hours*

DOLLARS DONATED:

Money or gift cards donated directly to an organization or to an approved program or project from the club treasury. Gift Cards with a monetary value are considered the same as cash.

Examples:

- 1) *Club check to Camp Boggy Creek as a donation.*
- 2) *Walmart Gift Card (purchased by the club) to a sponsored guardian ad litem student.*
- 3) *Club check for proceeds in a collection basket to the local Humane Society.*
- 4) *Include your donations made on the Remittance Form.*

DOLLARS RAISED:

Money earned at a fundraiser, or money donated to the club treasury by members, the community, or other organizations. Funds must go through the club treasury and are reported as the net profit after all expenses have been deducted.

Examples:

- 1) *Money earned by club on a fashion show luncheon.*
- 2) *Club share of Belk Charity Day sale of tickets.*
- 3) *Financial donation to club from local business.*
- 4) *Personal donation from the family of a former member.*

IN-KIND DONATIONS:

The monetary value for goods or services given to club approved programs and projects by the club or the members. In-Kind Donations also include unreimbursed mileage at the current charitable rate and member expenses if they are not paid from the club treasury for club approved programs and projects. Please refer to the GFWC In Kind Donation Guide for an estimated value of commonly donated items at <https://www.gfwcflorida.org/wp-content/uploads/2020/10/In-Kind-Donation-Guide.pdf> .

Examples:

- 1) *All associated unreimbursed cost members pay to attend district, state, regional, or GFWC meetings/conventions These include but are not limited to registration fee, meal costs, hotel registration, plane/bus/train fare, rental car fee, etc. Costs paid for by the club are Dollars Donated by the club.*
- 2) *Mileage for distance traveled to a club board meeting, a club approved program/project (includes the trips to get materials for projects and the meetings to plan an event/activity), or a district, state, region, and GFWC meeting or convention in a personal vehicle. If member drives herself, then mileage is computed on her distance. If members carpool, then mileage is computed on the distance for the driver, not the entire membership in the vehicle. Covert the mileage to a dollar amount using the IRS 2022 mileage rate for charitable organizations of \$0.14/mile. Include this amount as part of the in-kind donation for that activity.*
- 3) *Monetary value of goods or services provided to club approved programs and projects. For example, the cost of making goodies for a bake sale, the value of*

items donated for door prizes at a meeting, the value of items donated to a fund-raising basket, the cost of the materials for hand-crafted items for a sale, the value of clothing donated to a shelter. Refer to the GFWC In-Kind Donation Guide for the suggested values for various donated items.

- 4) *Unreimbursed costs of carrying out the duties as an officer or board member, either at the club, district, or state level of printing, envelopes, postage, paper, and ink costs, etc.*

DOLLARS SPENT:

Money spent to carry out a club approved program or project from the club treasury, or by its members to achieve Advancement Plan goals. On the Reporting Form tabs for Advancement Plans, the Dollars Spent is the total of Dollars Donated and In-Kind Donations.

Examples:

- 1) *Reimbursement to member for postage costs of mailing reports.*
- 2) *Club check to Staples for printing business cards and brochures.*
- 3) *Member expenses for attending Annual District Meeting, including registration fee, meal costs, hotel registration, and travel expenses.*

REPORT WHERE?

These are the 21 tabs on the 2022-2024 Woman's Clubs Reporting Form. They include your Honor Score Form and Lois B. Perkins Award along with the 16 area in which your club may report.

Instructions

Honor Score

Lois B. Perkins Leadership Achievement Award

Arts and Culture

Civic Engagement and Outreach

Communications and Public Relations

Education and Libraries

Environment

ESO

Fundraising

Health and Wellness

Human Trafficking

Juniors' Special Program

Leadership

Legislation and Public Policy

President's Project

Membership

Signature Program: Domestic and Sexual Violence Awareness and Prevention

Women's History and Resource Center

Statistical Form

Where to Report Guidelines

REPORT WHAT?

Reporting reflects a club's efforts and is an opportunity to share programs and projects undertaken by the club to enhance the club's efforts which benefit the club members and their community. How can I remember everything our club did from January 1-December 31?

Here is a list of suggested items to gather that may make it easier to complete your club's reports.

1. Reporting form
 - a. Tab for each area
 - b. Honor Score
 - c. Lois B. Perkins
 - d. Where to Report Guidelines
2. Club Project Worksheets
3. GFWC In-Kind Donation Guide
4. Completed Remittance Form
5. Previous year's club reports
6. Financial report from treasurer – your income & expenses for the year, budget, etc.
7. Membership roster
8. Club meeting minutes
9. Attendance forms/lists from Meetings and Events
10. General Meeting Programs & Speakers List
11. Recording forms/calendars (if your club uses these)
12. Hours sent to you from others – President, President Elect, etc.
13. Club newsletters
14. News Articles submitted to local papers & Florida Clubwoman
15. Scrapbooks

REPORTING NECESSITIES

- Forms?** Use only one form for all your reports, honor score and LBP.
- To Whom?** reports@gfwcflorida.org
- When?** The emailed report **MUST** be sent by 11:59PM on **February 1st**. If it is sent after that you can still get Honor Score points and your reports and statistics will be shared with GFWC, but your reports will **NOT** be eligible for awards.
- How?** Save the form as an **Excel**, **NOT** a PDF and include your district and name of your club (12 Gulf Sunshine WC) as the title. Email it as an attachment to GFWC Florida. Copy/Paste reports@gfwcflorida.org because an OLD email address may auto fill in your email if you type it.

If you have questions about the form, please contact the GFWC Florida First Vice-President, at firstvp@gfwcflorida.org . Please do **NOT** wait until the last minute and risk having technical difficulties. **NO** extensions will be granted!

REPORT BASICS

STATISTICS

- The statistics for each area are reported in the statistical section at the top of each tab. Once you enter the statistics they will automatically be copied on to the statistical tab. Please include the statistics for all projects and programs, including the ones you write about in the narrative area, as well as those you don't write about in the narrative.
- You will not fill out any information on the statistical tab because it will autofill.
- If your club has statistics for the GFWC Affiliate Organization projects, please record them on the Affiliates Projects lines. If you don't have separate statistics for GFWC Affiliate projects, please report all statistics on the first line that reads Community Service Projects.
- There is a line on the Health and Wellness tab for all projects relating to the GFWC Florida Director of Junior Clubs' Special Project "Breathe" Cystic Fibrosis.
- There is a line on the Civic Engagement and Outreach tab for all projects relating to the GFWC Florida Director of Juniorette Clubs' Special Project involving the homeless.
- Round minutes up to the next hour and monies to the next dollar amount.

NARRATIVES

- The narrative is the opportunity to brag about your club. Make your club shine!
- The narratives for each reporting area will be written on the tab for that area.
- You may write about a maximum of five projects/programs per area. The narrative cells are in yellow and are limited to 3,000 characters or approximately 600 words. There are cells to type the title of your project and the statistics for that project.
- The narrative is for you to describe your projects in detail. Please write a description of the who, what, when, where and how as it pertains to your projects.
- Do not use abbreviations or acronyms that the chairman will not understand.
- Be concise, state the facts, write your "story" and tell everyone what your club did. Include the successes and failures, the profit and loss.
- If you partnered with another group or organization, be specific about what role each partner had in the event.
- You may want to include the number of people who participated. If you include non-members, please specify if they were participating or recipients...or both. It is important to include the number of people who were the recipients of the services provided. (Example: 15 of your members along with 4 of their spouses held a bingo at a nursing home. There were 50 residents who came to play bingo, and each were given a little goody bag.) This will tell the reader who and how many benefited from the project.
- If you have a group of similar projects, you could list and/or write about them under one heading or group.

The impact to your community is most important . . . so, tell your story!

DOUBLE REPORTING

There is no double reporting, but you can split a project or program with Fundraising OR Communications.

- **Fundraising and Development**
On the Fundraising tab, report the fundraiser and the money raised. On the appropriate tab (Environment, Membership, etc.), report the donation or project for which the money was used. For example, if you do a car wash to raise funds for Operation Smile, report the hours spent doing the fundraiser on the Fundraising tab along with the amount raised (money coming into the club). On the Civic Engagement and Outreach tab, you will report the donation to Operation Smile (money going out of the club). The hours cannot be double reported, split them, or report them in one place.
- **Communications and Public Relations**
On the Communications tab, report the specific communications and public relations you do for your club or projects. If your club does a large annual event such as a community safety festival and club members spend 10 hours posting on Facebook, writing, and emailing press releases, doing a live appearance on a local new station, and posting flyers at local businesses then you would report these activities and hours on the Communications tab but the other hours for the safety festival would be reported under Civic Engagement and Outreach. The same hours should not be reported more than once (so the 10 hours spent on communications in this example would not be counted again in the hours on the Civic Engagement tab).

REASONS FOR DISQUALIFICATION OF REPORTS

1. Delinquent Federation Dues: Dues and Remittance Form must be sent by December 31.
2. Failure to meet deadline. All reports, Honor Score, and LBP not submitted by February 1st
3. Correct Reporting Form was not used.

If a report has been disqualified, the GFWC Florida First Vice-President will contact you.

WHAT HAPPENS TO CLUB REPORTS?

- Sent to the State Chairmen for judging no later than February 1st.
- The state chairman judges the reports and compiles a state report for judging by the GFWC chairman.
- The GFWC Florida President uses data from the Statistical Reports and Chairman reports to compile her report to GFWC.
- Club awards are given at the GFWC Florida Annual Convention.
- State awards are given at the GFWC Annual Convention.

FREQUENTLY ASKED QUESTIONS

Can I report the same project under two Community Service Programs such as Arts and Culture & Civic Engagement and Outreach if we paint a mural at a hospital?

No, the same project cannot be reported under multiple Community Service Programs. In this example, you could report the project under Arts and Culture or Civic Engagement and Outreach, but not both of them.

How do we add up volunteer hours?

Meeting: If at your club meeting a member announces a Guardian Ad Litem project to be held nearby, and you had 43 members in attendance, you would report 1 hour (not 1 x 43).

Project: Report total volunteer hours for the project. For example, if 6 members gather to make premie headcaps to send to a mission and work for 3 hours, you would report 18 hours (6 x 3). (Include Travel Time)

How many members do we report?

The number of members reported should be the number that your club reported on your club Remittance Form emailed to GFWC Florida by December 30.

What if my club received “In-Kind Donations” for a Fundraising event?

The In-Kind-donations column is not a column in the Fundraising report. If you have a fundraiser event and your club received In-Kind Donations, select, and report those items under another reporting area. To report In-Kind Donations . . . when deciding where to report . . . you might need to split up parts of your event, program or project and report them in different reporting areas. Remember to also split up the hours when you split up your reporting.

Do I have to write a narrative?

No, a narrative is not required. You are limited to 5 so make it your best projects and programs. GFWC will award \$50 to one club in the nation for a club creativity award...so start writing!

What is the GFWC Florida President’s Project for 2022-2024?

GFWC Florida President Linda O’Toole has chosen Camp Boggy Creek

What is the GFWC Florida Director of Junior Clubs’ Project for 2022-2024?

GFWC Florida Director of Junior Clubs Christa Nuckols has chosen “Breathe” Cystic Fibrosis - Awareness - Funding - Cure

Do I use my club year to report activities?

It depends on your club year. Reports cover only work completed during the reporting year, **January 1 - December 31.**

Thank you for reporting!! GFWC Florida Clubs do fantastic work in our communities and make a huge impact! By reporting, you allow us to include your great work in reports that go to GFWC, which translates to grants and advocacy. We also get to recognize you for your outstanding work through the awards given at our Annual Convention. We know that careful reporting takes time, and we continue to strive to simplify and improve the reporting process. Please give us your feedback!