

2021 Reporting Hints

2021 Reporting Hints Statistical Forms need to be filled out for each special program, community service program or advancement program your club has been involved in the 2021 calendar year.

A new statistical form to report all projects undertaken with one of the GFWC Affiliate Organizations **also** needs to be completed.

Affiliate organizations (previously known as Partnerships) are:

Canine Companions for Independence

Heifer International

HOBY

March of Dimes

Operation Smile

PCAA

St. Jude Children's Research Hospital

UNICEF

UNF SHOT 2 LIFE CAMPAIGN.

Prepare a narrative report for each of the projects you have undertaken. Your narrative for each project should include:

Name of Community Service or Advancement Program

Name of Club

Name of each project

Name of contact person for the project (or person who prepared the report)

Number of volunteers involved (or in attendance)

Number of volunteer hours

Donations: dollar amount and/or in-kind donations

Expenses for the project

Write a paragraph describing the project and include the what, why, how and who was involved /benefited from the outcome.

Include as much information about the project as possible. Do not be concerned with the length of the narrative. The State Chairman will edit the narrative as necessary and may contact the person preparing the report to obtain more information making sure certain key points are not omitted.

The narrative is the best way to share what your club has been involved in with the State President and other clubs.

Here is one example of a winning report from the GFWC Club Manual:

Early Literacy Emphasis

As part of Smart Start's Park-Time Reading Campaign, GFWC South Brunswick Islands (NC) dedicated a Little Free Library at a Beach Park and maintained a steady book supply. To aid in maintenance, the club received a \$1,000 community grant from the electric membership corporation. They partnered with "Raising a Reader" and connected with Dolly Parton's Imagination Library. Ninety-six Dr. Seuss books, 57 toddler board books, and 32 Christmas books were purchased from Dollar General.

Other examples of award winning reports can be found on the GFWC.org website under each community service or special project information. (Look for the lightbulb)

If you have any questions please contact Marsha Hotchkiss at (406)259-6445 or marshh48@gmail.com