

General Federation of Women's Clubs Pennsylvania
Heide Cebrick, President

Sara Ruppel, 2nd Vice President
41 Rosewood Lane, Marietta, PA 17547
717-917-0722

winnie442@gmail.com

Revised: 09/2023

STATE CHAIRMAN REPORTING GUIDELINES

1. STATE AWARD WINNERS

- *Select three (3) award winning projects – one must be from a small club (25 or less).*
- *Select one project for the \$50 Creativity Award.*
- *Write a description of each winning project including the most Creative Project.*
- *Submit this information to: Sara Ruppel, 2nd VP for award certificate preparation*
Via email: winnie442@gmail.com by March 1, 2023.

2. STATE AWARD ENTRY & COVER SHEET

Your state report may be no more than three pages single spaced. This does NOT include the cover sheet.

- *Use 2 pages to describe 10 state projects that have made the most impact in a community or club.*
- *Use 1 page to describe YOUR activities as State Chairman.*
- *Submit your report to Sara Ruppel 2nd VP, via email for approval by March 1, 2023.*

FORMATING YOUR NARRITIVES

Margins, Font, Heading & Summary.

Please use 1" margins on your document. Times New Roman 11 or 12.

Single sided documents only.

Use the following heading on your State Chairman's Report:

GFWC Pennsylvania January-December 2022

CSP, Special Project, Advancement Area

State Chairman's Name

State Chairman's Contact Info (home and email addresses, phone number)

Number of Projects:

Volunteer Hours:

Dollars Donated:

Dollars Raised:

In-Kind Donations:

Affiliate Organizations:

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3. CREATIVITY AWARD ENTRY & COVER SHEET

- *Select an outstanding project to receive a \$50 Creativity Award.*
- *Submit with the Creativity Award Entry Cover Sheet and a one-page narrative describing the most creative project.*
- *Submit Creativity Award Entry Documents to:*

*Sara Ruppel 2nd VP, via email for approval by **March 1, 2023.** winnie442@gmail.com*

4. ***Affiliate Organizations Statistical Data Form.*** *Complete this form to include **total statistics only** from the reports submitted by each club for your specific Special Program or Community Service Program. Each reporting club will have submitted a narrative for each Affiliate Organization they supported. Gather the statistical information for this form from those narratives. **Do not** attach the narratives with this form.*

*Please submit this Affiliate Organization Data Form and the Club Statistical Form along with your State Chairman Reports as listed above via email to: Sara Ruppel, 2nd VP. winnie442@gmail.com by **March 1, 2023.***

Important: Do not attach the narratives to this form. This is a statistical report only.

5. VERY IMPORTANT FINAL STEPS

AFTER Receiving Approval from Sara, *please submit your State Award Entry (and Cover Sheet) with your Creativity Award Entry (and cover sheet) to:*

A. The appropriate GFWC CHAIRMAN as noted on the first page of the appropriate section of the GFWC Club Manual AND

B. Copy To: Heide Cebrick, President, Heidegfwcpa@outlook.com

NO LATER THAN March 15, 2023.

THE DEADLINE IS STRICTLY ENFORCED BY GFWC AND MUST BE ADHERED TO