

General Federation of Women's Clubs Pennsylvania

Heide Cebrick, President

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Revised: 09/2023

REPORTING GUIDELINES

GFWC Pennsylvania clubwomen are encouraged to showcase their club's activities by submitting a record or report that summarizes the projects and programs that have been undertaken during the previous calendar year. Club reports are submitted annually. When you take the time to write and submit reports you are, essentially, recording your club's history.

WHAT INFORMATION SHOULD BE INCLUDED?

GFWC Pennsylvania's reporting period is based on the calendar year (January – December), so every project and program carried out within that timeframe should be presented.

The Narrative. Each narrative will include a detailed report describing each project or program sponsored by a club or state Special Program, Community Service Program, and Advancement Area. Each Narrative will include the following: number of members participating; volunteer hours of clubwomen; dollars donated; dollars raised; dollars spent; and total number of projects or programs within each area. Think who, what, where, when, how, and why. One Narrative only per project – do not cross report (report same project in more than one area).

The Statistical Form. Complete this form to include **total statistics** from your Club for each Special Program, Community Service Program, Advancement Plan and Epsilon Sigma Omicron (ESO).

Affiliate Organizations. All programs supporting GFWC's AFFILIATE ORGANIZATIONS, will be reported under the appropriate Special Program or Community Service Program. Each Affiliate Narrative will include the following: a detailed project/program description; number of members participating; volunteer hours of clubwomen; dollars donated; dollars raised; dollars spent; and total number of Affiliate projects or programs within each area.

Affiliate Organizations Statistical Data Form. Complete this form to include **total statistics only** from your Club's support of each Affiliate Organization. As stated above, a separate narrative should have been included within the appropriate GFWC Special Program or Community Service Program. Please submit this Affiliate Organization Data Form and the Club Statistical Form along with your narratives (via snail mail) post marked no later than February 1, 2024, to Sara Ruppel, 2nd Vice President- GFWC Pennsylvania 41 Rosewood Lane, Marietta, PA 17547

Important: Do not attach your narratives with this form. This is a statistical report only. **IMPORTANT:** Keep a copy of all documents and Reporting forms submitted for your records.

REPORTING GUIDELINES - Continued

FORMATING YOUR NARRITIVES

Margins, Font, Heading & Summary.

Please use 1" margins on your document. Times New Roman 11 or 12. Single sided documents only.

The following information should be at the top of each page and formatted as follows:

*GFWC Pennsylvania January-December 2023
CSP, Special Project, Advancement Area
Club Name as it appears in the State Directory
Club President's Name
Club President's Contact Info (home and email addresses, phone number)*

Number of Projects:

Volunteer Hours:

Dollars Donated:

Dollars Raised:

In-Kind Donations:

Affiliate Organizations Supported:

SUBMITTING YOUR REPORTS

All club reports are compiled and submitted to Sara Ruppel, Second Vice President, postmarked by February 1, 2023. The reports are then distributed to the appropriate State Chairman who will review and recommend outstanding projects and programs for recognition and awards. There is no limit to the number of pages that may be submitted per Special Project, Community Service Project or Advancement Area.

Please submit the Club Statistical Form and the Affiliate Organization Data Form along with your narratives (via snail mail) post marked no later than February 1, 2024, to: Sara Ruppel, 2nd Vice President GFWC Pennsylvania 41 Rosewood Lane, Marietta, PA 17547

Deadline: February 1, 2024.

If you have questions or need help please contact Sara Ruppel, 2nd Vice President, GFWC Pennsylvania.

DEADLINES & OTHER IMPORTANT DATES

Club Reports must be compiled, printed, **postmarked by February 1, 2024**, and mailed via (snail mail) to this officer.

State Chairmen Reports must be compiled, **postmarked by March 1, 2024**, and sent via email to this officer. *State Chairman will forward approved reports to their GFWC counterparts via email by March 15, 2024.*

Awards and Recognition will be presented at our 2024 State Convention in the spring.

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GLOSSARY OF REPORTING TERMS – Reporting Guidelines

Community Service Programs: The programs and projects members initiate and participate in to serve their communities - they do not include statistics that relate to GFWC Partners.

Special Projects: The programs and projects GFWC members participate in to enable club members to educate, advocate, and engage in issues concerning Domestic Violence and the well-being of children.

Advancement Areas: Programs and Projects GFWC members participate in to promote specific issues, their mission and its activities to both club members and the community.

Affiliate Organizations: The organizations listed within each GFWC Program and Special Project area with whom GFWC has established a formal relationship and mutual understanding. The organizations are listed on the GFWC website and on our website under Affiliate Organizations.

Number of Projects: The numerical account of the programs and projects initiated and participated in by the clubs in your state.

Volunteer Hours: The amount of time that members worked on club approved programs and projects. Remember to multiply the number of members working on the project by the number of hours. (If 5 members participate for 1 hour - that equals 5 total volunteer hours).

Dollars Donated: The monetary amount given to programs and projects.

In-Kind Donation: Reflect the monetary value for goods provided to programs and projects. Refer to the GFWC IN Kind Donation Guide for estimated values.

Dollars Spent: Costs incurred by members, clubs, or State Federations to achieve Advancement Area goals.

Dollars Raised: Reflects the dollars earned from fundraising and development programs and projects.

Narrative: A written account of what the program and/or project entailed - the WHO, WHAT, WHY, WHEN, WHERE. This helps relate the details to how the project impacted the community.

GFWC Report Form: A statistical report form issued by GFWC PA (in a special mailing) to record statistical information on the programs/projects completed by the club in a specific year.

Reporting Period: The annual reporting period runs on the calendar year: January 1 - December 31.

Awards: These are certificates given by the GFWC PA State Chairman at the annual convention or by GFWC at the annual International Convention. Partnership awards may also be given.