

# REPORTING 2023 CALENDAR YEAR



**GFWC  
Pennsylvania**

**GENERAL  
FEDERATION OF  
WOMEN'S CLUBS  
PENNSYLVANIA**

**HEIDE CEBRICK  
PRESIDENT**

**SUBMIT  
REPORTS TO**

**SARA RUPPEL  
2ND VICE PRESIDENT  
41 ROSEWOOD LANE  
MARIETTA, PA 17547  
717-917-0722**

**AWARDS &  
RECOGNITION  
PRESENTED AT THE  
2024 GFWC PA  
CONVENTION**

## **IMPORTANT DATES**

**CLUB REPORTS DUE  
February 1, 2024**

**STATE CHAIRMAN REPORTS DUE  
March 1, 2024**

**WHAT TO REPORT  
EVERY PROJECT & PROGRAM  
COMPLETED DURING THE CALENDAR YEAR  
of 2023 JANUARY—DECEMBER**

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## THE NARRATIVES

### NARRATIVES SHOULD INCLUDE

- **Project Name and Date**
- **A Brief but Detailed Description of the Project**
- **Who Benefited from the Project**
- **In-Kind Donations**
- **Total Funds Raised**
- **Total Expenses Incurred**
- **Total Volunteer Hours**

### CONSIDER

- **Appointing a Reporting Chairman or a Dedicated Reporting Committee**
- **NOW is the BEST time to collect information for all projects completed during January—June 2023**

**Reporting Guidelines & Glossary of Terms  
can be found on our Website  
[GFWCpennsylvania.org](http://GFWCpennsylvania.org)**

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