

General Federation of Women's Clubs Pennsylvania

Donna Malone, President

Sue O'Day, 2nd Vice President
61 Koehler Hill Road
Scott Township, PA 18447
570.947.6597 suegfwc@gmail.com
Revised: 01/2025

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: Sue O'Day, 2nd VP for award certificate preparation Via email: suegfwc@gmail.com by **March 1st of each administration.**

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 Sue O'Day, 2nd VP, via email for approval **by March 1st of each Administration.**

FORMATING YOUR NARRITIVES

Margins, Font, Heading & Summary.

Please use the narrow margin setting 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 2024

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:
Sue O'Day 2nd VP, via email for approval by **March 1st of each administration.** suegfwc@gmail.com*

4. **Affiliate Organizations Statistical Data Form.** *This form will be completed by the State President.*

Please list the number of Affiliate Organizations supported in the summary section of your report.

5. **VERY IMPORTANT FINAL STEPS**

AFTER Receiving Approval from Sue, 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: Donna Malone, President, donnagfwcpcpa@gmail.com NO LATER**

THAN March 15th of each administration.

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