

REPORTING 2024 & 2025 CALENDAR YEARS



**GFWC
Pennsylvania**

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

**DONNA MALONE
PRESIDENT**

**SUBMIT
REPORTS TO**

**SUE O'DAY
2ND VICE PRESIDENT
61 KOEHLER HILL ROAD
SCOTT TOWNSHIP PA
18447
570-947-6597**

**AWARDS &
RECOGNITION
PRESENTED AT THE
2025 & 2026 GFWC PA
CONVENTIONS**

IMPORTANT DATES

**CLUB REPORTS DUE
February 1**

**STATE CHAIRMAN REPORTS DUE
March 1**

**WHAT TO REPORT
EVERY PROJECT & PROGRAM
COMPLETED DURING THE CALENDAR YEARS
of 2024 & 2025 JANUARY—DECEMBER**



**GFWC
Pennsylvania**

REPORTING

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**

**Reporting Guidelines & Glossary of Terms
can be found on our Website
GFWCpennsylvania.org**

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