



GFWC

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**GENERAL FEDERATION
OF WOMEN'S CLUBS**

IOWA

Reporting Guidelines and Tips

REPORTING is a “SNAP”

Simple

Narrative

About your

Project

NOTE: Questions regarding these procedures may be directed to GFWC/Iowa 1st or 2nd VP.

It doesn't take much time to write a short narrative about your local projects in the GFWC program areas. Your narrative does not need to be lengthy or complex but do tell us more than just the fact that you did a project in that area. Try your best to convey the enthusiasm your members felt when they were doing the project.

Each club chooses which program area their project fits best based upon the club's own answers to the questions of why you chose the project and what type of impact it had. For example: A youth art contest for Earth Day might seem to only fit in Art but maybe the club project was used to highlight caring for the environment so it could be reported as an Environment project. But remember any one project can ONLY BE REPORTED IN ONE AREA. You choose where to report it.

Community Service Program (CSP) Reporting Areas:

- 1) GFWC Signature Project: Domestic and Sexual Violence Awareness and Prevention
- 2) Junior Special Project: Advocates for Children
- 3) Community Service Programs:
 - a. Arts and Culture
 - b. Civic Engagement and Outreach
 - c. Education and Libraries
 - d. Environment
 - e. Health and Wellness
- 4) Advancement Areas:
 - a. Communication and Public Relations
 - b. Fundraising
 - c. Leadership
 - d. Legislation and Public Policy
 - e. Membership
 - f. Women's History and Resource Center (WHRC)

Affiliate Organizations:

- 1) Alzheimer's Organization
- 2) Canine Companions
- 3) Heifer International
- 4) Hope for Justice
- 5) March of Dimes
- 6) Operation Smile
- 7) Safe Surfin' Foundation
- 8) St. Jude Children's Research Hospital
- 9) United Nations Foundation, Shot at Life Campaign
- 10) UNICEF USA

Reporting Guidelines and Procedures:

- **Deadline for Reports: February 1st of each year.**
- Report period covers January 1st through December 31st of the previous year.
- **GFWC Reporting Form:** Complete the GFWC/Iowa reporting form by filling in the light grayish/blue boxes with the name of any GFWC Affiliate Organization that you had a program or project for under each CSP area. You may choose to report it under any CSP area where you feel it fits your intent of the project most accurately. Then complete the remaining form with numbers only in the appropriate white boxes specified for the totals of all projects in that CSP area and/or Affiliate Organization. Report the number of projects, volunteer hours spent, and dollars or in-kind donations for each. **This is the statistical report form only.**
- Use even numbers on the Statistical Report -- round up any numbers to the next highest (e.g. 1.75 is 2).
- **Only club-sponsored projects are reportable.** This means that the project must be one that the club voted on to be a club project, your GFWC/Iowa club is recognized in any promotion of the project and your club gets the recognition, along with any other group you partnered with. The best way to ensure this is to bring the project up at a meeting and have a vote by the members to make this a club activity. That way it is in the minutes of the meeting. Not all members are required to participate in the club-sponsored activity; the project just needs to be sponsored by the club. This means that even if club members volunteer at church or at the hospital gift shop, this is not reportable unless the club voted on it and GFWC is recognized as the sponsor. It is fabulous that we are all volunteers for many other entities, but they should get the thanks and credit when you are doing it on their behalf.
- **To receive state awards,** narratives must be included in community service program areas in which the club wants to be judged. If not seeking state awards, no narratives are required (but do still report your statistical data (numbers) so that we can include them in GFWC/Iowa's total number of hours, \$, etc.).
- **Please type only one program area per page.** You may put all your projects in that area on the page, but do not put projects from two different program areas on the same page please. For example, all Arts and Culture shall be reported on the same page but not on a page with Health and Wellness.
- **No project can be included more than once** (aka no cross reporting) between community service program areas, except for fundraising. Report on your projects in one area only.
- **Good Resources** for your reports include the following:
 - Club program books
 - Minutes from your club meetings
 - Budget and expense reports
 - Committee reports and minutes
 - Newspaper articles
 - Photographs that support the programs you're writing narrative on
 - Volunteer hour records reported by your club members
 - Copy of last year's report
- **A good guide may be to remember to use some "W's" when writing your narrative.**
 - Why did the club choose the project?
 - Who participated?
 - Who benefited? (could be club members, the community, or others)
 - Where was the project held or done?
 - What was accomplished?
 - When was the project done?
- State chairmen who judge your reports will NOT change the area you listed your project under.

- Mail two completed copies (UNSTAPLED) to GFWC/Iowa Headquarters at 3839 Merle Hay Road, Suite 202, Des Moines, IA 50310. Do NOT send a report to GFWC Washington, DC. Retain one copy for your club file.
- **Silver Award (#1):** Each year, during State Convention, one traveling silver tray is awarded in each of the five GFWC Community Service Program Areas, as well as the GFWC Signature Program: Domestic and Sexual Violence Awareness & Prevention and the Juniors' Program: Advocates for Children. Clubs winning this award have reported the best project(s) overall in a particular area. Affiliate Organization projects are not required; however, we encourage clubs to utilize and work with the GFWC Affiliate Organizations. Clubs awarded a Silver Award will be notified so that they can hopefully have a club member in attendance to receive the award at State Convention. It is the responsibility of each Silver Award winner to polish the tray and return it in time to be awarded at the next State Convention.
- **Chairman's Choice Award (#2) :** This certificate is awarded to the club that submits a program narrative that is deemed the second-place winner (after the Silver Award recipient).
- **Creativity Award:** This certificate is awarded to the club whose project(s) best identifies as making a big impact, as well as shows creativity, positive results and/or initiative.