

## CFWC Report Writing Instructions

There are 2 Report Forms for each CFWC Club and CFWC District to fill out.

CFWC Statistical Form (Required) and either the: CFWC Club Award Entry Form or CFWC District Award Entry Form.

Please be aware of the due dates of each report, it is the responsibility of the Club to find out when their Program Reports & the CFWC Statistical Reports are due to the District.

👉 All Club and District Membership Reports are due to Sonya Matthies, CFWC 2<sup>nd</sup> Vice President and your Area Vice President by February 15, 2021.

👉 All Club Statistical Forms are due to Barbara Briley Beard, CFWC 1<sup>st</sup> VP/Dean by February 15, 2021.

👉 All District Statistical Forms are due to Barbara Briley Beard, CFWC 1<sup>st</sup> VP/Dean by February 15, 2021.

👉 All District Program Reports are due to Barbara Briley-Beard, CFWC 1<sup>st</sup> VP/Dean by February 15, 2021.

👉 1 copy of All Club Reports that were submitted to the District are due to , Barbara Briley Beard, CFWC 1<sup>st</sup> VP/Dean by February 15, 2021.

👉 CFWC Chairmen are to receive 1 copy of their District report and all club reports submitted for their CFWC Program area. Their names and contact information are listed under their chairmanship in the Administration or Program section of the CFWC Yearbook. Due by February 15, 2021

The Report Writing period is from January 1, 2020 through December 31, 2020.

Interactive copies of each of these Reports will be available online at CFWC.ORG, under the Officer' s Section of the 1<sup>st</sup> Vice President/Dean, Barbara Briley Beard and on the Forms & Logos page.

## Instructions for Completing 2020 CFWC STATISTICAL FORM

### 1. State Statistical Form

There have been changes how clubs/districts report work done in support of a GFWC affiliate organization. Projects that supported affiliate organization(s) should be included in the most appropriate Special Program or Community Service Program according to the intent of the project.

### 3. Affiliate Organizations Data (bottom of pg 1)

This is a new section to provide information specific to each affiliate organization. The national totals received by GFWC will be shared with each affiliate organization to demonstrate service by GFWC clubwomen.

### Why Do We Write Reports?

Report Writing is our history. It is a way for club and districts to track money, hours, and membership. They can also help document IRS requirements.

If your clubs and districts are simply not interested in submitting narrative reports, explain that each club must submit the mandatory Statistical Report to their District. In turn, the District combines all figures and turns in a District Statistical Report to CFWC. From there, the information is combined to become the official CFWC Statistical Report filed with the General Federation of Women's Clubs. Districts are responsible for gathering all club statistical information.

Every club and district handles report-writing differently; CFWC won't tell you how to do your job. As chairmen, deans, club and district presidents, you will establish standards concerning how report procedures are handled.

### Other Good Things to Know

- The breakdown for club and district reporting categories based on the total # of members is in the CFWC 2020 – 2021 Yearbook. There are no changes to membership numbers in those categories this year.
- Reports do not have to be judged at the District level before they are sent to the CFWC Chairmen. This allows more time for judging at the District level AND more time for CFWC judging as reports can be submitted to CFWC chairmen directly after collection.
- Make sure the proper name of your club or district is on each report. This is the name that will appear on Award Certificates. Do not use abbreviations (such as "WC") or club name acronyms.
- Ask for guidance first from your District Dean about report-writing issues or questions. If additional clarification is needed, contact CFWC 1st VP/Dean Barbara Briley-Beard.
- Having these items handy may make report writing easier:

Meeting Minutes	Committee Reports
Financial Reports	Yearbook
Old Reports	Membership Logs for Volunteer Hours
Club Newsletter	State & District Correspondence