

**GFWC PALOMAR DISTRICT
NARRATIVES TRAINING WORKSHOP**

NOVEMBER 18 AND 30, 2021

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GFWC PALOMAR DISTRICT
NARRATIVES TRAINING WORKSHOP

NOVEMBER 18 (In Person)

AND NOVEMBER 30, 2021 (On Zoom)

CFWC: STRENGTH UNITED IS STRONGER

for 2021: about 9,300 members * 18 Districts *** 242 clubs**

DUE DATE: All Club Award Cover Sheet Entry forms, District Award Cover Sheet Entry forms, CFWC Statistical Forms, and Affiliate Data Forms for clubs in Palomar District for January 1- December 31, 2020 are due to Palomar District *Dean Nancy B Jones* on or before **January 25, 2022**.

Save each narrative report and Statistics form as a separate .pdf file, title each one with your Club name, program area, Statistics, or Affiliate Data. Attach the separate .pdf files to one email, and send it to your club Dean. She will forward the club Narratives, Statistics, and Affiliate Data to *Dean Nancy B* on or before **January 25, 2022**.

CFWC.org has INTERACTIVE forms and supplemental information for Narratives, Statistics, and Affiliate Data - <https://www.cfwc.org/report-writing/>

Details and suggestions for projects and program areas are available - <https://www.cfwc.org/programs/>

The **INTERACTIVE** forms are on the GFWC Palomar District website: <https://gfwcpalomardistrict.org/>
https://gfwcpalomardistrict.org/?page_id=8013 includes the link to the Interactive Forms.

Thank you, Palomar District Past President Linda Bridges! **CONFIRM**

NOTE: **WHAT'S NEW is in BLUE**

RED is the deadline for all reports and statistics: January 25, 2022

OVERVIEW: WHY NARRATIVES?

Reports (aka “narratives”) relate our clubs’ histories, show how effectively we help those in need and how committed we are to the Women’s Club Federation philosophy, and justify our status as 501(c)(3) organizations. Narratives are the paper trail for each club’s “action agenda” with a beginning, middle and end to projects and programs. Narratives track the money and hours members spent in 2021 on projects to benefit communities. Narrative reports are your chance to brag about what your club has accomplished over the past year, to share your great projects with other clubs, and to recruit potential members to join your club. Palomar District, CFWC, and GFWC award winners are chosen from submitted narratives.

Club Deans - Make a Notebook: After forwarding club narratives to the District Dean, it’s time to share! Make an album with a copy of all the club reports, add photos of the events, and set this club history book out at each meeting for members to review the club’s activities for 2021. Narratives can be featured in your club newsletter. Members will be proud and amazed to see how much good they have accomplished over the year!

REPORTING FORMS

CFWC reports are submitted on three separate forms: the [CFWC Statistical Form](#) for 2021 reports your club's volunteer hours, donations, and in-kind donations. The [Club Award Cover Sheet Entry form](#) (aka Narratives) for 2021 reports community service projects and club advancement projects. The [Affiliate Data Form](#) was new in 2020 and is used to report clubs' participation with what were formerly called "Partner Organizations." As our District clubs successfully accomplished last year, this year clubs will again complete narratives, the Statistical Form, and the Affiliate Data Form online on the interactive form and **forward to your club Dean as a .pdf in an email attachment.**

STATISTICAL REPORTS ARE MANDATORY FOR 2021 -- PROJECT NARRATIVES (INCLUDING MEMBERSHIP) ARE NOT MANDATORY

- **Every club must submit a [CFWC Statistical Form](#) to the District *Dean Nancy B* no later than **January 25, 2022.** This form details the number of projects, volunteer hours, dollars donated by the club, and in-kind donations your club can claim for 2021. Round off numbers; no decimals. Enter each number only once – if you enter it in one Program Area, don't enter it on another program area, too. **If a line is blacked out, don't try to fill it in!****
- **Clubs are encouraged to submit a [Membership Report](#) to the District no later than **January 25, 2022.** Use the Club Award Cover Sheet form to tell how you reach prospective members, recognize guests, and welcome new members. What percentage of guests and visitors join later? What is your club's retention percentage year to year? Does your club apply for GFWC membership grants? (<https://www.gfwc.org/membership/awards-contests-and-grants/grants/>)**
- The [Club Award Cover Sheet Entry](#) form to report club projects is not mandatory but is valuable to document your club's achievements in 2021. **Make sure that you are writing on the [Club Award Cover Sheet](#), not the District form. All club entries are due to *Palomar Dean Nancy B* no later than **January 25, 2022.****
- The [Affiliate Data Form](#) to report club projects with affiliated organizations is not mandatory but will document donations so that Districts, CFWC, and GFWC can compile consolidated reports. All projects with Affiliates will be reported on this form as well as in the appropriate Narrative of the club's choosing. **Affiliate Data Forms are due to *Palomar Dean Nancy B* no later than **January 25, 2022.****
- **All projects and hours reported must have taken place between January 1-December 31, 2021.**
- **Email your reports to your club Dean as email attachments as soon as they're ready** so that she can forward them to *Palomar Dean Nancy B* no later than **January 25, 2022** (preferably earlier).
- **Reports** from Palomar District Clubs will be forwarded by *Palomar Dean Nancy B* to the CFWC Dropbox, where CFWC officers and chairs will be able to access them (**NEW for 2021 reports**).
- **Do not send your club reports directly to CFWC.** They will be dumped or returned to you, losing valuable time and possibly miss the submission deadline.
- **Please look closely at the details in these pages -- and follow them!**
- **CFWC has 18 districts, 242 clubs and about 9,300 members** potentially writing narratives, so writing consistent reports and meeting deadlines are imperative.
- **Finally:** consult *Palomar Dean Nancy B* with questions. She will be happy to meet with you and help you work out the details to produce stunning narratives! Contact: 11nanb.jones74@gmail.com or leave a message with your question at (760) 822-6824, with a good time to call back.

REVIEW AND REVISE

- **Observe all deadlines -- all Narrative reports, Statistical Forms, and Affiliate Data Forms are due **January 25, 2022!** Late submissions will not be accepted.**
- **Use your computer's spell-check and dictionary** to ensure correct spelling and proper grammar. Proper English and correct spelling will impress the judges and could improve your score.
- **Use the narrative or essay style, not outlines or bullets.**
- **Use 11-point font or larger.**
- **Limit the narrative for each Program or Advancement Plan to a maximum of three pages (including the first page with the header and statistics).** Reports can be as brief as a few lines if they explain the project adequately.
- **Include as many projects as you wish, but each must include a narrative and statistics, and should have a definite beginning, middle and end.**
- **Write in the first person, active voice:** "We volunteered to make scarecrows at the Fest," not "Scarecrows were made at the Fest."
- **Wait a few hours and then re-read it.** Does the narrative flow? Does it answer "when, where, why, what, how," and important details? Does it include results?
- **Ask someone not familiar with the project to read it.** Do the details create a clear picture? If "Yes!" then send it as a .pdf in an email attachment to your club Dean.

SUBMITTING NARRATIVES AND STATISTICAL FORMS

Submit .pdf files as attachments to an email and send to *Palomar Dean Nancy B* by **January 25, 2022**. Title each separate .pdf attachment with club name and program area, Statistics, or Affiliate Data.

Clubs will not email any reports directly to CFWC Dropbox, Officers, or Program Area Chairs.

Copies of all reports and Statistical and Affiliate Forms from Palomar District clubs that have been emailed to *Palomar Dean Nancy B* by **January 25, 2022** will be forwarded by *Palomar Dean Nancy B* to the CFWC Dropbox so officers and chairs can access them. Judges will read all the narratives and choose the winning entries which will be announced at the CFWC Convention in May 2022. No cash prizes will be awarded this year, other than in Arts.

For Palomar District judging, *Palomar Dean Nancy B* will **assign clubs to judge narratives according to club size. Clubs will judge narratives from non-competing club sizes. Narratives will be emailed to each club's Judging Coordinator soon after the **January 25, 2022** Board of Directors Meeting.** Winners will be announced at the Palomar District Convention in April 2022.

JUDGING REPORTS

This workbook includes the points system that will guide the judges as they read and score the narratives. Following judges' criteria in writing narratives may improve scores.

CLUB AWARD ENTRY INSTRUCTIONS

- Use only the Club Award Cover Sheet Entry form for 2021 – NO EXCEPTIONS! Pay attention to the title at the top – the Club and District forms look very similar but are used very differently.
- **Suggestion: label each page within each narrative with club name and name of Program or Advancement Plan.**
- Use your club's legal name, not an acronym or initials, at the top of the first page of each Club Award Cover Sheet Entry. Do not use personal names, acronyms, abbreviations, or nicknames in the narrative. Refer to "the club" rather than its initials, and to people as "a member" or "several members."
- Write in essay or narrative format - no bullet or outline formats.
- Enter as many projects as you wish. Each report should answer "Who, What, Why, Where, When" and "Results," and include a statistics line (the "header") above each project described. If one detail doesn't apply, enter "0", don't leave it blank.

Project Title _____ Hours _____ Donated \$ _____ In-Kind \$ _____

- **Statistics do not have to be justified in the Narratives.** Statistics for projects that are not reported on do need to be included in the club's Statistical Form.
- **Handwritten entries will not be accepted.**
- **Entries:** 3 pages maximum, single-spaced, including heading and introductory paragraph.
- Include statistics header for each project reported.
- **11-point font or larger.** This font is 11-point, Times New Roman.
- List your best projects first. Give them catchy, descriptive names.
- **Projects:** For a group of similar projects in the same program area, list them under one heading but describe each separately. Report a project in one program area only; you can mention it in another area but do not include details a second time.
- **Statistics:** the amount shown in "Donated" must go through the club treasury. **Justify statistics in each header; additional unreported project statistics can be included in the Statistical Form.**
- **Affiliate Data Form:** report your club's projects, hours, and donations to Affiliate organizations here AND in the appropriate narrative of your club's choice. Information will be consolidated at all levels of Federation to be shared with the Affiliate organizations.
- **Where to find your information:** refer to club and Board. minutes; financial/treasurer's reports; previous narratives; newsletters; event flyers; committee reports; Chair and member notes; yearbooks; volunteer hour sheets; club-related correspondence (paper and email); personal check register; calendars; receipts, and souvenirs of club events. Collect data as projects move forward, write up projects as soon as they are completed, and then end-of-year narratives are easier to complete.
- **Preparing to write:** Start writing an outline of section, special interest group or fundraiser activities and achievements in 2021 NOW. Call on project chairmen and members to write up their projects and offer a list of the group activities you worked on as a reminder.
- **Report on projects your club members worked on during 2021, even if they were not yet completed, if they were cancelled, or if they will actually be held in the coming year.** If you have had committee meetings, report the hours and your progress on your event, to show what HAS been accomplished. YOUR HOURS COUNT!

TIME TO START ...

- Introductory paragraph: Start with a 4-5-line introduction to describe your club and community; judges may not be familiar with them. Describe your community and those you help in socio-economic terms – military, children, seniors, homeless? The same intro paragraph can be used for all of your club’s narratives, but you can also tweak it a little to suit the program area.
- Best and most successful projects first; give them catchy names. Describe each:
 - WHAT is the project? Describe the work involved and your goals.
 - WHY did you choose this project? What was the need in your community?
 - HOW did you accomplish this project? Was special talent or expertise required?
 - WHO worked on this project with you? (No personal names, please.) Tell us how many members, non-members, and outside groups cooperated to make it a reality.
 - WHEN did you work on this project – the time of year or time span involved?
 - RESULTS? Did you meet your goals? If not, why not? What would you do differently if you did this project again? Did this project help you attract new members? Describe your successes and how you honor them. Describe obstacles and how you overcame them.

If the project was a fundraiser, tell about the rewards, headaches, successes, obstacles the club members overcame (or didn’t), goals achieved, who and what community groups the club cooperated with. DO NOT use personal names -- use “a member” or “several members” as appropriate. If the project was not a success, why do you think it didn’t succeed? What would you do differently next time? Even if your project was cancelled, be sure to count the hours members spent on it.

- Give the details: Little details round out the picture of your club’s success with the project. Be descriptive but not “flowery.” Include the goals for the project and the impact on the community. The highlights and goals achieved in 2021 will help explain why your members stay interested and involved. These details make your narrative stand out. This is YOUR time to shine - so don’t be modest!
- How you publicize your projects? Do projects attract new members? What other community groups participated? Have your projects made your club more recognizable in your community? Have any laws changed as a result of your projects?
- Donations Statistics: A note about “Donated” and “In-Kind” donations on the project statistics line – if the funds go through the club Treasury, then it’s “Donated.” If not, then it’s “In-Kind.”
 - ❖ **Donated:** Money that goes into the club treasury to be used by the club for expenditures approved by the membership. If you hold a silent auction, garage sale or bake sale and the proceeds will be used by the club, those funds are reported as “Donated.”
 - ❖ **In-Kind:** Usually defined as tangible items, it’s also gift cards or cash collected for a specific project that does not go through the club treasury. If a tangible item, monetary value is based on age and condition. All new items are full value; gently used, 50% of original cost; used, 10% of original cost. Non-reimbursed expenses are also considered “in-kind” donations by members. See “GFWC In-Kind Donation Guide” file on [CFWC.org](https://www.cfwc.org/report-writing/) : <https://www.cfwc.org/report-writing/>

*So far, So good!
Keep going!*

OFFICIAL CLUB SIZE

Use this club size number for all narratives - “Number of Members (From the CFWC Yearbook)”

| CLUB NAME - Size | Palomar District Club Membership from CFWC YEARBOOK 2021 |
|---------------------------------------------------|----------------------------------------------------------|
| Bonsall Woman’s Club - Large | 73 |
| Fallbrook Woman’s Club - Intermediate | 60 |
| GFWC Contemporary Women of North County - Medium | 37 |
| GFWC Inland Valley Federated Women’s Club - Small | 7 |
| Julian Woman’s Club - Intermediate | 51 |
| Poway Woman’s Club - Small | 14 |
| The Woman’s Club of Vista - Medium | 30 |
| Valley Center Women’s Club - Small | 3 |
| Woman’s Club of Carlsbad - Intermediate | 68 |
| Woman’s Club of Oceanside - Medium | 21 |
| | District total 364 |

DISTRICT REPORTING INSTRUCTIONS (For Palomar District Officers and Chairs only)

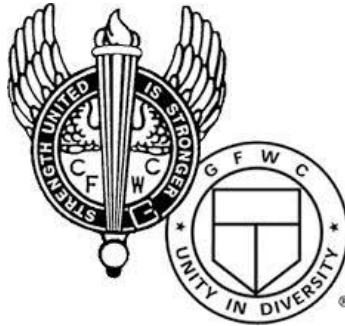
Dean Nancy B’s DEADLINE **February 8** Club and District 2021 Reports due to Dropbox

- ✓ **DISTRICT STATISTICAL FORM** for 2021 will be compiled by President, Dean, and Treasurer, using the hours that Officers and Chairs submit.
- ✓ **DISTRICT LEADERSHIP narrative for 2021** will be compiled by *Dean Nancy B Jones*, to include reports from District Officers and Program and Advancement Plan Chairs.
- ✓ **All District Officers will provide a narrative** (at least 1 paragraph) to share their accomplishments for 2021. Include hours and details.
- ✓ **All Program and Advancement Plan Chairs will provide a narrative** (at least 1 paragraph) to share District-level projects accomplished in 2021. Include hours and details.
- ✓ **Use the interactive District Award Cover Sheet Entry form** online in the District website (gfwcpalomardistrict.org). Also available on cfwc.org/reports. You need to save after you fill it out.
- ✓ **Report your activities at the district level**, not what you did at the club level. **Report your hours** in 2021:
 - ❖ preparing and mailing agendas and supplemental information
 - ❖ preparing or presenting reports at district meetings.
 - ❖ presenting information to District clubs or at their meetings.
 - ❖ attending CFWC and GFWC conferences and conventions, including meetings on Zoom.
 - ❖ coordinating projects for the District
- ✓ **Save your narrative** for your District duties as an officer or in your program area as a .pdf file, titled with your District position/ program area. Attach the .pdf file to an email, and send it to *Dean Nancy B* on or before **January 25, 2021**.
- ✓ **Here are the forms for DISTRICT narratives - available on the cfwc.org website:**
 - [District Award Entry \(fillable\)](#)
 - [District Award Entry \(PDF format\)](#)
 - [District Award Entry \(WORD format\)](#)

JUDGING CRITERIA FOR GFWC SPECIAL PROGRAMS AND COMMUNITY SERVICE PROGRAMS (CSPs)

(100 points possible)

- 1. Impact – Need in the community:** Why did your club choose this project? Define the need and why it was considered a high priority. 1-30 points
- 2. Club participation:** How many members volunteered and how many hours did they work? 1-20 points
- 3. Community partnerships:** Did you partner with another community group? 1-20 points
- 4. Conclusion:** Were your club's activities summed up in the narrative? Did the project answer the need? Explain successes and/or failures. Would your club do the project again? Did the project unite your club? 1-30 points



TITLES for Special Programs and CSPs for GFWC 2020-2022 Administration:

**GFWC SIGNATURE PROGRAM: DOMESTIC & SEXUAL VIOLENCE
AWARENESS & PREVENTION**

GFWC SPECIAL PROGRAM: ADVOCATES FOR CHILDREN

CSP: ARTS AND CULTURE

CSP: CIVIC ENGAGEMENT AND OUTREACH

CSP: ENVIRONMENT

CSP: EDUCATION AND LIBRARIES

CSP: HEALTH AND WELLNESS

JUDGING CRITERIA FOR ADVANCEMENT PLANS

These CFWC suggestions can help you tailor your narratives to conform to the details the judges will consider as they read your work. They offer guidelines, not guarantees.

ADVANCEMENT PLAN : COMMUNICATIONS & PUBLIC RELATIONS (100 points possible)

- 1. Learn everything about GFWC, CFWC, Palomar District and your Club:** Do your members subscribe to GFWC Clubwoman and CFWC Clubwomen magazines, CFWC Quick Bytes, GFWC News and Notes? Do your members know the history and mission statements of all levels of Federation? 1-20 points
- 2. Does your club have a publicity campaign?** Create a media list; publish press releases; display GFWC, CFWC and club logos, brochures, websites. Do your members wear emblematic apparel or name tags when working on events? 1-50 points
- 3. Does your club cultivate a public image?** Take speech classes, memorize club FAQs, prepare an “elevator speech” or short statement of purpose? Practice good “internal PR” – club courtesy, respect, attitude? 1-30 points

ADVANCEMENT PLAN: LEADERSHIP (100 points possible)

Attendance at a meeting or event that helps you gain leadership knowledge and skills is reported here. If you're learning, teaching, managing, guiding, or directing, report it here. You can mention some of these in Membership but don't report the same activity in both categories.

- 1. Participation by club members in Federation:** LEADS, committees, workshops; district Board responsibilities, meetings, workshops, visits to other clubs; CFWC Convention, Board positions, meetings, workshops; GFWC Convention, visit to DC headquarters. 1-10 points
- 2. Participation in club activities as an Officer, Chair, or Committee Member:** conduct workshops; club Board meetings and responsibilities; prepare manuals and handouts; prepare an agenda; create/update procedure books. 1-20 points
- 3. Club activities that foster Leadership Skills:** speak from the podium; follow parliamentary procedures; present oral reports. 1-20 points
- 4. Participate in activities that:** develop relationships with others; strengthen communications; encourage teamwork; build leadership skills (mentor, delegate, train); teach time management; build skills in Parliamentary Law, Project Planning, conflict resolution. 1-50 points

ADVANCEMENT PLAN: MEMBERSHIP (100 points possible)

RETENTION (30 points possible):

- 1.** How does your club show members they're valued as individuals? 1-10 points
- 2.** Does your club encourage member input via surveys or suggestion box? How do you respond and how do you implement these suggestions? 1-10 points
- 3.** How does your club help members to get to know each other? Name tags? Introduce new members at meetings? Social events? Work together on projects? 1-10 points

RECRUITMENT (20 points possible)

- 1.** How does your club recruit new members? Word of mouth? Social Media? Press Releases? Community events? 1-10 points

2. Do your members have a 30-second “Elevator Speech” to use as a brief personal statement about their membership in your club? Include it in your report. 1-10 points

DISTRICT PARTICIPATION (20 points possible)

1. District functions: How many members attend on a regular basis? 1-10 points
2. District/CFWC/GFWC membership: What do your members expect to receive from their Federation membership? 1-10 points

ORIENTATION (20 points possible)

1. Interest in club and federation: What do you do to keep members interested in your club, Palomar District, CFWC, and GFWC? 1-10 points
2. Does your club have a mentor program? Please describe. 1-10 points

CLUB PARTICIPATION (10 points possible)

1. Club Management and Community Service Work: How involved are your members in these areas? 1-10 points

ADVANCEMENT PLAN: LEGISLATION / PUBLIC POLICY (100 points possible)

1. **GFWC Legislative Network:** How many in your club are active members? 1-25 points
2. **Legislative issues:** Does a member of your club report on these at your meetings? 1-25 points
3. **Legislators:** Does your club yearbook include a list of these with contact info? 1-25 points
4. **Education:** Does your club educate members how to contact their representatives? 1-25 points

ADVANCEMENT PLAN: WOMEN’S HISTORY & RESOURCE CENTER (WHRC)

(100 points possible)

WHRC’s objective is to gather and preserve an accurate record of historical information about GFWC volunteerism and accomplishments, and to make it available to members for research.

1. **Include a 1-page history of your club in this report** and forward a copy to CFWC’s WHRC Chair. 1-20 points
2. **Members’ histories:** Do you record and write histories of long-time members and active members of your club? 1-20 points
3. **Monthly reminder:** Do you provide a monthly reminder of historical accomplishments and/or “action in progress” to add to members’ elevator speech? 1-10 points
4. **Local history:** How do you promote and support your local history museum(s)? 1-20 points
5. **Friend of WHRC:** Have any of your members joined the WHRC National Organization to become a “Friend of WHRC?” To do so, go to GFWC.org. 1-10 points
6. **Women’s History Month:** How does your club celebrate Women’s History Month in March? 1-20 points

ADVANCEMENT: FUNDRAISING AND DEVELOPMENT (100 points possible)

- Dollars Raised are ONLY reported in the fundraising report, NOT in other report categories. Fundraisers are reported as the net profit after all expenses have been deducted. Do not report dollars received before bills are paid.
- Dollars Spent must come from the club Treasury and are reported in the Fundraising Report when NO profit is made, or in reports for Communications and Public Relations, Leadership, Legislation, and Membership. They include purchasing ads, supplies, amenities, delegate fees, and publications.

• In-Kind donations are usually tangible items and given a monetary value based on age and condition. All new items are full value; gently used items 50% of original cost; well-used, 10% of original cost. Non-reimbursed expenses and member donations are also considered “in-kind.” The value of in-kind donations can be included in the narrative.

1. **Plan:** What was your goal for the fundraiser? 1-20 points
2. **Search:** How did your club cultivate new or enhance existing relationships between your club and the community? 1-20 points
3. **Describe your plan:** How did you plan to achieve your goal and make the event successful? Remember to treat your potential donors as “friends.” 1-20 points
4. **Ask:** How did you ask for volunteers and donations? 1-20 points
5. **Stewardship:** All donations need to be handled courteously. Did you thank your donors and share the event’s success afterward? 1-20 points

AFFILIATE DATA REPORT FORM FOR 2021

This form from GFWC will be submitted with the Narratives and Statistics and is also due **January 25, 2022**. GFWC Partner Organizations are now called “Affiliates.”

The Affiliate Organizations are :

- ❖ CANINE COMPANIONS
- ❖ HEIFER INTERNATIONAL
- ❖ HOBY
- ❖ MARCH OF DIMES
- ❖ OPERATION SMILE
- ❖ PREVENT CHILD ABUSE AMERICA
- ❖ ST. JUDE CHILDREN’S RESEARCH HOSPITAL
- ❖ UNICEF SHOT@LIFE CAMPAIGN
- ❖ UNICEF USA

Complete the form to include total statistics from your Club or District, for each Special Program, Community Service Program, Advancement Plan, and the Epsilon Sigma Omicron (ESO).

ALREADY REPORTED? If clubs have provided statistics for projects with these Affiliate Organizations, such statistics are recorded in the most appropriate Special Program or Community Service Program according to the intent of the project.

To fill out the form:

Number of Projects is the numerical account of the programs and projects initiated and participated in by the clubs and District.

Volunteer Hours is the amount of time that members worked on approved programs and projects.

Dollars Donated is the monetary amount given to programs and projects.

In-Kind Donations reflect the monetary value for goods provided to programs and projects.

Please refer to the GFWC In-Kind Donation Guide for an estimated value of commonly donated items at www.GFWC.org.

Dollars Spent are costs incurred by members, clubs, or Districts to achieve Advancement Plan goals.

Dollars Raised reflects the dollars earned from fundraising and development programs and projects.

SUBMITTING NARRATIVES, STATISTICAL FORMS, AND AFFILIATE DATA FORMS
FOR 2021

CFWC encourages electronic submission of forms. Last year our Palomar District clubs accomplished 100% electronic submission!

1. Be sure to use the 2021 CFWC **Club Award Cover Sheet Entry**, Statistical and the Affiliate Data Forms.

2021 Report Forms: Save blank forms to your computer/device BEFORE adding content.

[Affiliate Data Report \(fillable\)](#) / [Affiliate Data Report \(PDF format\)](#)
[Statistical Report \(fillable\)](#) / [Statistical Report \(PDF format\)](#)

[Club Award Entry \(fillable\)](#)

[Club Award Entry \(PDF format\)](#)

[Club Award Entry \(WORD format\)](#)*

***Click link, then open the *download communication box* appearing at bottom of screen to fully open the document. Save blank template to your computer.**

2. Compile club Statistics, complete the Statistical Form and save as a .pdf file.

3. Suggestion: label each page within each Narrative with club name and name of Program or Advancement area. Use “1 of 3, 2 of 3, 3 of 3” to keep paging straight.

4. **SAVE** each Narrative as a separate .pdf file, with maximum 3 pages.

5. **EMAIL TO PALOMAR DISTRICT DEAN:** ONE officer from each club will forward ALL of the completed Narratives, Statistics, and Affiliate Data Forms for 2021 as .pdf email attachments to Palomar District *Dean Nancy B* 11nanb.jones74@gmail.com by the **January 25, 2022** deadline.

6. **SUBJECT** line: Enter club name and “Narratives”

7. **ATTACHMENTS:** attach each Narrative labeled with club name and name of Program Area or Advancement Plan. Also attach Statistical and Affiliate Data Forms.

8. **DEADLINE:** Narratives, Statistical Report Forms, and Affiliate Data Forms need to be emailed to *Dean Nancy B* by **January 25, 2022** Forward them when they are completed - in December would be ideal! Submissions will be acknowledged by return email.

9. **CLUBS DO NOT SEND REPORTS TO CFWC!** Copies of all Narrative reports, Statistical Forms, and Affiliate Data Forms from Palomar District clubs that have been emailed to **Palomar Dean Nancy B** by the **January 25, 2022 deadline** will be forwarded to the CFWC Dropbox. CFWC Officers and Chairs will access all reports from Dropbox for judging.

CLUB AWARD ENTRY COVER SHEET

This is the **CLUB** form for Narratives for 2021.

This form is available Interactive on CFWC.org and drop down to Reports

Links to forms on cfwc.org:

[Club Award Entry \(fillable\)](#)

[Club Award Entry \(PDF format\)](#)

[Club Award Entry \(WORD format\)*](#)

Clubs will submit to Palomar District Dean Nancy B Jones - NOT to CFWC - by **January 25, 2022.**

**CALIFORNIA FEDERATION OF WOMEN'S CLUBS
CLUB AWARD ENTRY COVER SHEET**

Annual Reporting January 1-December 31, 2021



| | | |
|----------------------------------------------------------------------------------------|-----------|-------|
| Chairman: | Club: | |
| Number of Members (from CFWC Yearbk): | District: | Area: |
| Reporter's Address: | | |
| City: | State: | Zip: |
| Email: | Phone: | |
| <hr/> Name of GFWC Special Program, Community Service Program, Advancement Plan or ESO | | |

Entries may be no more than 3 pages, single spaced, including this cover sheet. At the beginning, include one opening paragraph describing your club. Submit entry to your district dean by the date assigned by your district. Describe club projects that made the most impact in your community or club (who, what, when, where, how, and why).

Include this HEADER for each project described:

Project Title _____ Hours _____ Donated \$ _____ In Kind \$ _____

(Begin Narrative Below)

STATISTICAL FORM FOR 2021 IS MANDATORY!

This **2-page statistical form is mandatory** for all clubs and districts.

(THIS SAMPLE HAS BEEN REDUCED TO FIT ON THIS PAGE.)

This form is available Interactive on CFWC.org and click on [Reports](#)

Links to forms on cfwc.org: [Statistical Report \(fillable\)](#) / [Statistical Report \(PDF format\)](#)

Clubs and District will submit this completed form to Palomar District Dean Nancy B Jones - NOT to CFWC - by **January 25, 2022.**



**GFWC California Federation of Women's Clubs
Statistical Form
January 1st to December 31st, 2021**

Complete this form to include total statistics from your Club or District, for each Special Program, Community Service Program, Advancement Plan, and Epsilon Sigma Omicron (ESO). If clubs have provided statistics for projects with Affiliate Organizations, such statistics are recorded in the most appropriate Special Program or Community Service Program according to the intent of the project.

Club Name: District: Area:

| | | Number of Projects | Volunteer Hours | Dollars Donated | In-Kind Donations |
|----------------------------------------------------------------------------------------------|-----------------------------|--------------------|-----------------|-----------------|-------------------|
| GFWC SPECIAL PROGRAMS | | | | | |
| GFWC SIGNATURE PROGRAM: DOMESTIC & SEXUAL VIOLENCE AWARENESS & PREVENTION | All Club/Community Projects | | | | |
| GFWC SPECIAL PROGRAM: ADVOCATES FOR CHILDREN | All Club/Community Projects | | | | |
| GFWC COMMUNITY SERVICE PROGRAMS | | | | | |
| ARTS AND CULTURE | All Club/Community Projects | | | | |
| CIVIC ENGAGEMENT AND OUTREACH | All Club/Community Projects | | | | |
| EDUCATION AND LIBRARIES | All Club/Community Projects | | | | |
| ENVIRONMENT | All Club/Community Projects | | | | |
| HEALTH AND WELLNESS | All Club/Community Projects | | | | |
| | | Number of Projects | Volunteer Hours | Dollars Donated | In-Kind Donations |
| GFWC AFFILIATE ORGANIZATIONS | | | | | |
| CANINE COMPANIONS FOR INDEPENDENCE | All Club/Community Projects | | | | |
| HEIFER INTERNATIONAL | All Club/Community Projects | | | | |
| HOBY | All Club/Community Projects | | | | |
| MARCH OF DIMES | All Club/Community Projects | | | | |
| OPERATION SMILE | All Club/Community Projects | | | | |
| PREVENT CHILD ABUSE AMERICA | All Club/Community Projects | | | | |
| ST. JUDE CHILDREN'S RESEARCH HOSPITAL | All Club/Community Projects | | | | |
| UNICEF SHOT@LIFE CAMPAIGN | All Club/Community Projects | | | | |

| | | Number of Projects | Volunteer Hours | Dollars Spent | |
|-------------------------------------|--|--------------------|-----------------|-----------------|-------------------|
| GFWC ADVANCEMENT PLANS: | | | | | |
| COMMUNICATIONS AND PUBLIC RELATIONS | | | | | |
| LEADERSHIP | | | | | |
| LEGISLATION/PUBLIC POLICY | | | | | |
| MEMBERSHIP | | | | | |
| | | Number of Projects | Volunteer Hours | Dollars Raised | |
| FUNDRAISING AND DEVELOPMENT | | | | | |
| | | Number of Projects | Volunteer Hours | Dollars Donated | In-Kind Donations |
| WOMEN'S HISTORY AND RESOURCE CENTER | | | | | |
| | | | Volunteer Hours | Books Read | |
| EPSILON SIGMA OMICRON (ESO) | | | | | |

Directions:

Number of Projects is the numerical account of the programs and projects initiated and participated in by the club and district.

Volunteer Hours is the amount of time that members worked on approved programs and projects.

Dollars Donated is the monetary amount given to programs and projects.

In-Kind Donations reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In-Kind Donation Guide for an estimated value of commonly donated items at www.GFWC.org.

Dollars Spent are costs incurred by members, clubs, or Districts to achieve Advancement Plan goals.

Dollars Raised reflects the dollars earned from fundraising and development programs and projects.

CFWC Clubs: fill out this form and send to your district dean on or before the due date set by your district.

CFWC Districts: fill out this form with the district totals and totals of all clubs in your district.

- Submit your form electronically (to *Dropbox*) by making your appointment with the CFWC Communications Team at cfwccommunications@gmail.com
- If you are emailing or using USPS, return form to Barbara Briley Beard, CFWC 1st Vice President at:
 Email: bbins@hotmail.com
 Mail: Barbara Briley Beard CFWC 1st Vice President, 7920 4th Place, Downey CA 90241
- **Statistical forms are due to Dropbox or CFWC 1st VP by February 15, 2022**

AFFILIATE DATA FORM FOR 2021

The **AFFILIATE DATA FORM** is for clubs and districts to report support of the named organizations. Completed forms will be compiled by CFWC and GFWC to share with the organizations.

The form is not a required submission.

This form is available Interactive on CFWC.org and click on [Reports](#)

Links to forms on cfwc.org: [Affiliate Data Report \(fillable\)](#) / [Affiliate Data Report \(PDF format\)](#)
(THIS SAMPLE HAS BEEN REDUCED TO FIT ON THIS PAGE.)

Clubs and District will submit to Palomar District Dean Nancy B Jones - NOT to CFWC - by January 25, 2022.



**GFWC California Federation of Women's Clubs
Affiliate Data Form**

January 1st to December 31st, 2021

Complete this form to include total statistics from your Club or District, for each Special Program, Community Service Program, Advancement Plan, and Epsilon Sigma Omicron (ESO). If clubs have provided statistics for projects with Affiliate Organizations, such statistics are recorded in the most appropriate Special Program or Community Service Program according to the intent of the project.

Club Name: _____ District: _____ Area: _____

| | | Number of Projects | Volunteer Hours | Dollars Donated | In-Kind Donations |
|----------------------------------------------|-----------------------------|--------------------|-----------------|-----------------|-------------------|
| GFWC AFFILIATE ORGANIZATIONS | | | | | |
| CANINE COMPANIONS FOR INDEPENDENCE | All Club/Community Projects | | | | |
| HEIFER INTERNATIONAL | All Club/Community Projects | | | | |
| HOBY | All Club/Community Projects | | | | |
| MARCH OF DIMES | All Club/Community Projects | | | | |
| OPERATION SMILE | All Club/Community Projects | | | | |
| PREVENT CHILD ABUSE AMERICA | All Club/Community Projects | | | | |
| ST. JUDE CHILDREN'S RESEARCH HOSPITAL | All Club/Community Projects | | | | |
| UNICEF SHOT@LIFE CAMPAIGN | All Club/Community Projects | | | | |
| UNICEF USA | All Club/Community Projects | | | | |

Directions:

Number of Projects is the numerical account of the programs & projects initiated & participated in by clubs & districts.

Volunteer Hours is the amount of time that members worked on approved programs and projects.

Dollars Donated is the monetary amount given to programs and projects.

In-Kind Donations reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In-Kind Donation Guide for an estimated value of commonly donated items at www.GFWC.org.

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- If you are emailing or using USPS, return form to Barbara Briley Beard, CFWC 1st Vice President at:
Email: bbins@hotmail.com
Mail: Barbara Briley Beard CFWC 1st Vice President, 7920 4th Place, Downey CA 90241
- **Statistical forms are due to Dropbox or CFWC 1st VP by February 15, 2022**

DISTRICT AWARD ENTRY COVER SHEET FOR 2021

This is the **DISTRICT** form for Narratives.

This form is available Interactive on CFWC.org and click on Reports

Links to forms on cfwc.org:

[District Award Entry \(fillable\)](#) [District Award Entry \(PDF format\)](#) [District Award Entry \(WORD format\)](#)

Palomar District Officers and Chairs will submit to Palomar District Dean Nancy B Jones - NOT to CFWC - by **January 25, 2022.**



**CALIFORNIA FEDERATION OF WOMEN'S CLUBS
DISTRICT AWARD ENTRY COVER SHEET
 ANNUAL REPORTING JANUARY 1-DECEMBER 31, 2021**

| | | |
|----------------------------------------------------------------------------------------|--------|-------|
| Chairman: | | |
| District: | | Area: |
| Reporter's Address: | | |
| City: | State: | Zip: |
| Email: | Phone: | |
| <hr/> Name of GFWC Special Program, Community Service Program, Advancement Plan or ESO | | |

Entries may be no more than 3 pages, single spaced, including this cover sheet. At the beginning, include one paragraph describing your district. Submit entry to your district dean by the date assigned by your district. Describe projects that made the most impact in your community (who, what when where, how and why).

Include this HEADER for each project described:

Project Title _____ Hours ____ Donated \$ ____ In Kind \$ ____

(Begin Narrative Below)

You made it!
Thank you for being part of our GFWC Federation!