

GFWC PALOMAR DISTRICT
NARRATIVES TRAINING WORKSHOPS
OCTOBER 24, 2023 and NOVEMBER 14, 2023

Edited by Bev York and Nancy B Jones

TABLE OF CONTENTS



<u>PAGE</u>	<u>HEADING</u>
2.	DUE DATES AND REPORTING FORMS WHY NARRATIVES?
3.	REPORTING FORMS STATISTICAL REPORTS ARE MANDATORY – PROJECTS NARRATIVES ARE NOT
4.	CLUB AWARD ENTRY FORM INSTRUCTIONS
5.	TIME TO START
6.	OFFICIAL CLUB SIZES REVIEW AND REVISE
7.	WHAT’S NEXT? JUDGING REPORTS
8.	DISTRICT AWARD ENTRY FORM INSTRUCTIONS
9.	GFWC SPECIAL PROGRAMS AND COMMUNITY SERVICE PROGRAMS JUDGING CRITERIA
10.	JUDGING CRITERIA: ADVANCEMENT PLANS COMMUNICATIONS AND PR LEADERSHIP
11.	MEMBERSHIP LEGISLATION
12.	WOMEN’S HISTORY AND RESOURCE CENTER (WHRC) FUNDRAISING AND DEVELOPMENT
13.	AFFILIATE DATA REPORT FORM FOR 2023
14.	SUBMITTING NARRATIVES, STATISTICAL and AFFILIATE DATA FORMS, 2023
15.	CLUB AWARD ENTRY SAMPLE
16-17.	STATISTICAL FORM SAMPLE
18.	AFFILIATE DATA FORM SAMPLE
19.	DISTRICT AWARD ENTRY SAMPLE

GFWC PALOMAR DISTRICT

NARRATIVES TRAINING WORKSHOPS

October 24, 2023 and November 14, 2023

CFWC: STRENGTH UNITED IS STRONGER

For 2023: CFWC has 19 districts, 216 clubs and 9600 members

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, 2023, are due to Palomar District Dean Bev York on or before **January 23, 2024**. york.bev@gmail.com

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 District Dean Bev York on or before **January 23, 2024**.

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

Details and suggestions for projects and program areas are available at <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.

Deadline for all reports and statistics: January 23, 2024
--

OVERVIEW: WHY NARRATIVES?

Narratives (aka “reports”) 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 hours and dollars members spent in 2023 on specific projects in Community Service Programs and Club Advancement Plans to benefit communities and clubs. Narrative reports are your best 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 will be 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 2023. Narratives can be featured in your club newsletter. Members will be proud when they see how much good they have achieved over the year!

REPORTING FORMS

CFWC reports are submitted on three separate forms: The **CFWC Statistical Form** for 2023 reports your club's volunteer hours, donations, and in-kind donations. The **Club Award Entry Cover Sheet** (aka Narratives) for 2023 reports each club's community service projects and club advancement projects. The **Affiliate Data Form** reports a club's participation with what were formerly called "Partner Organizations." In 2023 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 -- PROJECT NARRATIVES ARE NOT MANDATORY

- **Every club must submit a CFWC Statistical Form to District Dean Bev York no later than January 23, 2024.** This form details the number of community service and club advancement projects, volunteer hours, dollars donated by the club, and in-kind donations your club can claim for 2023. Round off numbers; no decimals. Enter each number only once – if you enter it in one Program Area, don't enter it in a second program area. **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 23, 2024.** Use the Club Award Entry Cover Sheet to tell how you reach prospective members, recognize guests, and welcome new members. What percentage of guests and visitors later join? What is your club's retention percentage year to year? Does your club apply for annual GFWC membership grants? (<https://www.gfwc.org/membership/awards-contests-and-grants/grants/>)
- The **Club Award Entry Cover Sheet** form to report club projects is not mandatory but is valuable to document your club's achievements in 2023. **Doublecheck that you are writing on the Club Award Entry Cover Sheet, not the District cover sheet! All club entries are due to District Dean Bev York no later than January 23, 2024.**
- 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, and the club's narrative about the project will be reported in the appropriate Program Area. Affiliate Data Forms are due to District Dean Bev York no later than January 23, 2024.**
- **All projects and hours reported must have taken place between January 1-December 31, 2023.**
- **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 Bev York no later than January 23, 2024 -- preferably earlier.**

Reports from Palomar District Clubs will be forwarded by **District Dean Bev York** to the CFWC Dropbox, for access by CFWC officers and chairs.

- **Do not send your club reports directly to CFWC.** They will be dumped or returned to you, losing valuable time; you risk missing the submission deadline entirely.
- **Please look closely at the details in these pages -- and follow them!** CFWC has 9600 members in 216 clubs in 19 districts -- all potentially writing narratives, so it is vital that you meet all deadlines and use a report-writing format that follows these rules. Verbal creativity is welcome in your text, but not in your formatting.

Finally: ask questions! District Dean **Bev York can help you** produce an impressive narrative. Contact Bev at york.bev@gmail.com and provide your phone number in your message for a call-back.

CLUB AWARD ENTRY INSTRUCTIONS

1. Use **only** the Club Award Cover Sheet Entry form for 2023 – NO EXCEPTIONS!
2. **Pay attention** to the heading – the Club and District forms look very similar but they are NOT interchangeable.
3. **Label** each page within each narrative with club name and name of Program or Advancement Plan.
4. **Always use your club’s legal name, not an acronym or initials, at the top of the first page. Do not use personal names, personal pronouns, acronyms, abbreviations, or nicknames in the narrative.** Refer to “the club”, not its initials, and to people as “member” or “members.”
5. **Entries:** 3 pages maximum, single-spaced, including heading and introductory paragraph.
6. Write in essay or narrative format as if you’re talking with someone - no bullet or outline formats.
7. Do not include photos with your narratives. Create your “pictures” with words.
8. Enter as many projects as you wish within the three page limit for each Program Area or Club Advancement Plan. Each report should answer “Who, What, Why, Where, When” and “Results,” and include a statistics line (“header”) above each project described. If one detail doesn’t apply, enter “-0-”, don’t leave a blank line.
Project Title _____ Hours _____ Donated \$ _____ In-Kind \$ _____
Statistics do not have to be justified in the Narratives. Statistics for projects that are not reported in a narrative will be included on the club’s Statistical Form.
9. **Handwritten entries will be rejected.**
10. **Include** a statistics header for each project reported.
11. **Use 11-point font or larger.** This font is 11-point, Times New Roman.
12. **Chairman box in the header:** Enter one name – the person state judges can contact for further information on the project. It is not intended for “byline credit” to your writers. Only the Chair’s address and contact info are entered on “Reporter’s Address” lines.
13. **Enter your club size** as shown in the CFWC yearbook.
14. **List your best projects first.** Give them catchy, descriptive names.
15. **Projects:** For a group of similar projects in one program area, list all under one heading but describe each separately. Report a project in one program area only; you can mention it elsewhere it but no details.
16. **Statistics:** the dollar amount shown in “Donated” must go through the club treasury and benefit the club. Justify statistics in each header; additional unreported project statistics will be included in the Statistical Form. For more information, see Page 5-6, “Time to Start.”
17. **Affiliate Data Form:** report your club’s projects, hours, and donations to Affiliate organizations here AND on your club’s relevant narrative(s). Information will be consolidated at all levels of Federation to be shared with the Affiliate organizations.
18. **Research:** 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 complete, and end-of-year narratives will be easier to finish.
19. **Prepare** to write: Start writing your outlines of projects and fundraiser activities and successes NOW. Remind project chairs and members to write up their projects NOW.
20. **Was a project cancelled** or not completed in 2023 or will your event be held in the new year? Report on the work members did on it in 2023 – committee meetings, PR, etc., report the hours and your progress so far, to show what has been done. **YOUR HOURS COUNT!** Next year’s narrative will pick up with the progress that was made in the new year and report the outcome of the project or event, successful or not.

TIME TO START!

- **INTRODUCTORY PARAGRAPH:** Start with a 4-5-line introduction to describe your club and community; CFWC judges live all over the state and may not be familiar with North County communities and clubs. Describe your community in positive terms, and those you help in socio-economic terms – military, youth, seniors, the homeless? The same intro paragraph can be used for all of your club’s narratives, or you can tweak it a little to suit your program area.
- **Discuss your 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? Was there a specific need for it 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 recognize them outside your club. Describe how you overcame any obstacles.
 - **WAS IT A FUNDRAISER?** Tell us about the rewards, headaches, successes, obstacles club that members overcame (or didn’t), goals achieved, who and what community groups the club worked with. If the project was not a success, why do you think it didn’t succeed? What would you do differently next time? Will you do it a “next time”? Even if your project was cancelled, be sure to count the hours members spent on it, and if travel was required, count that time, too.
- **DETAILS:** Don’t forget the little details that round out the picture of your club’s successful project; be descriptive but not “flowery” or wordy. Include your goals for the project, the impact it had on the community, and how the details helped your members stay involved. These details will make your narrative stand out. It’s YOUR time to shine - don’t be modest!
- **PUBLICITY:** How do you publicize your projects? Do your projects attract new members? What other community groups joined with you for a successful project? Have your projects made your club more prominent in your community? Have any laws changed as a result of your projects?
- **STATISTICS:** A quick rule for “Donated” and “In-Kind” donations on the statistics line – if the funds go through the club treasury and benefit the club, it’s “Donated.” If they don’t, it’s “In-Kind.” Put another way:
 - ❖ **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 used by the club**, those funds are reported as “Donated.”
 - ❖ **In-Kind:** Usually defined as tangible items, it’s also gift cards or cash if collected for a specific project that does not help the club. 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 at CFWC.org : <https://www.cfwc.org/report-writing/>

OFFICIAL CLUB SIZES

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

Use these numbers instead of the numbers and sizes in the Palomar District Yearbook.

CLUB NAME - Size	Palomar District Club Membership from CFWC YEARBOOK 2023
Bonsall Woman’s Club - Intermediate	51
Fallbrook Woman’s Club - Intermediate	65
GFWC Contemporary Women of North County – Medium	38
GFWC Inland Valley Federated Women’s Club - Small	9
Julian Woman’s Club - Intermediate	39
Poway Woman’s Club - Small	11
The Woman’s Club of Vista - Medium	24
Valley Center Women’s Club - Small	3
Woman’s Club of Carlsbad - Large	84
Woman’s Club of Oceanside - Small	20
	344

REVIEW AND REVISE

- Observe all deadlines -- all Narrative reports, Statistical Forms, and Affiliate Data Forms are due January 23, 2024! 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 can improve your score.
- Use the narrative or essay style, not outlines or bullets.
- Use at least 11-point font or larger.
- Do not use personal names ~~or pronouns~~, use “member” or “members,” or “we.”
- Always spell out the club’s official name; no abbreviation, initials, nicknames, shortcuts.
- Limit the narrative for each Community Service 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 in those three pages, but each must include a narrative and statistics, with a definite beginning, middle and end.
- Write in the first person, active voice: “We volunteered to make scarecrows at the Festival,” not “Scarecrows were made at the Fest.”
- Wait a few hours, then re-read it. Does the narrative flow? Does it answer “when, where, why, what, how,” and important details and create an image in your mind? Does it include results?
- Ask someone unfamiliar with the project to read it. Do the details create a clear picture? If “Yes!”, send it as a .pdf in an email attachment to your club Dean, to forward asap to District Dean Bev York.

WHAT'S NEXT?

Submit .pdf files as attachments to an email and send to District Dean Bev York by January 23, 2024. Title each separate .pdf attachment with club name and program area, Statistics, or Affiliate Data.

Clubs: DO NOT email any reports directly to CFWC Dropbox, Officers, or Program Area Chairs!

Email copies of all your Palomar District reports, Statistical and Affiliate Forms to District Dean Bev York by January 23, 2024. She will forward them to the CFWC Dropbox so state officers and chairs can access them; this is not the clubs' responsibility! The state Chair for each program area will send all the narratives in her Program Area out to judges who will choose the winning entries to be announced at the CFWC Convention in May 2024. The Federation is a non-profit organization so no cash prizes will be awarded other than in Arts.

For Palomar District judging, District Dean Bev York will assign clubs to judge narratives, based on club size. **Narratives will be emailed to each club's Judging Coordinator after the January 23, 2024 Board of Directors Meeting.** Winners will be announced at the District Convention, April 23, 2024.

If your club has not yet assigned a Judging Coordinator, please send that name and contact information to Bev York as soon as possible.

JUDGING REPORTS

This workbook includes the points system that District judges will use as they read and score the narratives. We have included this information for your reference when writing your narratives, to improve your chances for a higher score. See "Judging Criteria: GFWC Special Programs and Community Service Programs" on page 9; and "Judging Criteria: Advancement Plans," on page 10.

This is no guarantee your narrative will win but it improves your odds!

DISTRICT AWARD ENTRY INSTRUCTIONS

(For Palomar District Officers and Chairs only)

DISTRICT OFFICERS and CHAIRS' hours and project reports are due to District Dean Bev York by January 1, 2024. It is your responsibility to contribute to our District reports.

The District Dean needs to compile and prepare all club and District reports and forms by January 23, 2024, in order to meet the DROPBOX appointment date sometime before February 15.

DEADLINE FOR DISTRICT 2023 REPORTS DUE TO DROPBOX: FEBRUARY 15.

DISTRICT 2023 STATISTICAL FORM WILL BE COMPILED BY THE PRESIDENT, DEAN, AND TREASURER USING THE HOUR SHEETS SUBMITTED BY DISTRICT OFFICERS AND CHAIRS.

- ✓ **DISTRICT LEADERSHIP narrative for 2023** will be compiled by Dean Bev York, 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 2023. Include hours and details.
- ✓ **ALL Community Service Program and Advancement Plan Chairs will provide a narrative** (at least 1 paragraph) to share their District-level projects accomplished in 2023, including hours and details.
- ✓ **Use the interactive DISTRICT Award Entry form** online in the District website (gfwcpalomardistrict.org); it is 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 2023:
 - ❖ 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 .doc file, titled with your District position/ program area. Attach the .doc file to an email, and send it to District Dean Bev York on or before **January 23,2024**.
- ✓ **The forms for DISTRICT narratives are available in 3 formats (fillable, pdf and Word) on the cfwc.org website.**
- ✓ **How to use the formats:**
- ✓ **FILLABLE FORMS:** 1. Save blank report form to your computer. 2. Open the document that's now on your computer and complete your report. 3. Save the final report on your computer: Be sure the cursor is NOT sitting in a text box; Right click, choose "save as" and keep the same title you gave it originally. When prompt asks, "This file already exists, do you want to replace it?" Select "Yes".
- ✓ **WORD FORMAT:** 1. Click document link, then open the download communication box at the bottom of the screen to fully open the document. 2. Save blank template to your computer. 3. If using an Apple/Mac computer, save document as/into "pages."

**GFWC SPECIAL PROGRAMS AND
COMMUNITY SERVICE PROGRAMS**
(CSP's)

GFWC SIGNATURE PROGRAM: DOMESTIC & SEXUAL VIOLENCE AWARENESS & PREVENTION

GFWC SPECIAL PROGRAM: ADVOCATES FOR CHILDREN

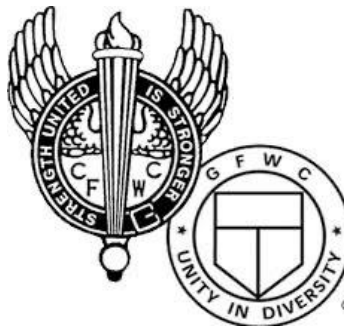
CSP: ARTS AND CULTURE

CSP: CIVIC ENGAGEMENT AND OUTREACH

CSP: ENVIRONMENT

CSP: EDUCATION AND LIBRARIES

CSP: HEALTH AND WELLNESS



JUDGING CRITERIA:
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 (in #1)? Explain successes and/or failures. Would your club do the project again? Did the project bring your club together? 1-30 points

JUDGING CRITERIA: **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. These are only guidelines, not guarantees, for each Advancement Plan project your club participated in, in 2023:

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, Palomar District Telescope ? Do your members know the history and mission statements of all levels of the Federation? 1-20 points
- 2. Does your club have a publicity campaign?** Create a media list; publish press releases; display GFWC, CFWC, District 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

LEADERSHIP

(100 points possible)

If you attend a meeting or event and gain leadership knowledge and skills, report it here. If you’re learning, teaching, managing, guiding, or directing, report it here. Some of these can be mentioned in Membership; 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 and 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

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

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

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

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 2023

This GFWC form will be submitted with the Narratives and Statistics **January 23, 2024**. GFWC Partner Organizations are now called “Affiliates.”

The Affiliate Organizations are:

- ❖ CANINE COMPANIONS
- ❖ HEIFER INTERNATIONAL
- ❖ HOPE FOR JUSTICE
- ❖ MARCH OF DIMES
- ❖ OPERATION SMILE
- ❖ ST. JUDE CHILDREN’S RESEARCH HOSPITAL
- ❖ SHOT@LIFE
- ❖ 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).

BE SURE TO REPORT YOUR CLUB’S DONATIONS TO THE AFFILIATES DURING 2023:

March of Dimes in January, Shot@Life in April, and UNICEF in September. Consult with President Nancy to get your club’s donation figures.

ALSO REPORT IN THE APPROPRIATE COMMUNITY SERVICE PROGRAM AREA:

Clubs that have provided statistics for projects with these Affiliate Organizations will ALSO report those statistics in the most appropriate Special Program or Community Service Program narrative according to the intent of the project. If your club made the fundraising or collection of donations into a project, include that in a narrative in the appropriate Community Service Program Area.

THIS IS NOT DOUBLE-REPORTING since the Affiliate forms are compiled separately and shared with the Affiliate organizations.

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 2023

CFWC encourages electronic submission of forms. Our Palomar District clubs have accomplished 100% electronic submission for the past several years!

1. Be sure to use the 2023 CFWC **Club Award Entry**, Statistical and the Affiliate Data Forms.

2023 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. **SUBJECT** line: Enter club name and “Narratives.”

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

7. **EMAIL TO PALOMAR DISTRICT DEAN:** ONE officer from each club will forward ALL of the completed Narratives, Statistics, and Affiliate Data Forms for 2023 as .pdf email attachments to District Dean Bev York, york.bev@gmail.com before the January **23, 2024** deadline. Forward them as they are completed – mid-December would be ideal! Submittals will be acknowledged by return email.

8. **CLUBS: DO NOT SEND YOUR REPORTS TO CFWC!** Copies of all Narrative reports, Statistical Forms, and Affiliate Data Forms from Palomar District clubs that are emailed to **Dean Bev York** by the **January 23, 2024 deadline** will be forwarded to the CFWC Dropbox. CFWC Officers and Chairs will access all reports from the Dropbox for judging.



SAMPLE CLUB AWARD ENTRY FORM

This is the **CLUB** form for Narratives for 2023. This form is available Interactive on CFWC.org,

Links to forms on cfwc.org under **Reports** :

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

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

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

Clubs will submit to District Dean Bev York - NOT TO CFWC - by **January 23, 2024**.



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

Annual Reporting January 1- December 31, 2023

Chairman:	Club:	
Number of Members (<i>per CFWC Yearbook</i>):	District:	Area:
Club Position:		
Reporter's Address:		
City:	State:	Zip:
Email:	Phone:	
<p style="text-align: center;">_____</p> <p style="text-align: center;">Name of GFWC Special Program, Community Service Program, Advancement Plan or ESO</p>		

- Entries limited to **3 pgs**, including cover sheet. 11-pt font. Begin with 1 brief paragraph to describe your club.
- Describe projects that made the most impact in your community or club; include "who, what, when, where, how, and why" details about the projects.
- INCLUDE THIS HEADER for each project described in the report:

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

CLUB DEANS:

IF NARRATIVE DOESN'T MEET THESE STANDARDS, RETURN IT TO THE MEMBER WHO WROTE IT AND ASK THE MEMBER TO AMEND IT.

PLEASE DON'T REWRITE OR CUT AND PASTE YOURSELF, AS IT THEN BECOMES YOUR REPORT, NOT THE MEMBER'S.

STATISTICAL FORM SAMPLE: MANDATORY FOR ALL CLUBS

THIS SAMPLE HAS BEEN REDUCED TO FIT THIS PAGE.

This form is available Interactive on CFWC.org, 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 District Dean Bev York - NOT TO CFWC - by January 23, 2024.



GFWC California Federation of Women's Clubs Statistical Form

January 1st to December 31st, 2023

Complete this 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).

If providing statistics for projects benefiting a GFWC Affiliate Organization (**Canine Companions; Heifer International; Hope for Justice; March of Dimes; Operation Smile; Saint Jude's Research Hospital; UNICEF/Shot@Life**) -- these statistics are recorded below in the most appropriate Special Program or Community Service Program, according to the intent of the project AND are also reported on the separate **Affiliate Data Form**.

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				
		Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
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				

GFWC ADVANCEMENT PLANS	Number of Projects	Volunteer Hours	Dollars Spent
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
GFWC WOMEN'S HISTORY & RESOURCE CENTER					
			Volunteer Hours	Books Read	
EPSILON SIGMA OMICRON (ESO)					

Directions:

- **CFWC Clubs** are required to complete this Statistical Form and submit it via mail or email to their District President and CFWC 1st Vice President/Dean, Sonya Matthies.
- **CFWC Districts** are required to complete this Statistical Form with the district totals and totals of all clubs in your district. Mail or email it to CFWC 1st Vice President/Dean, Sonya Matthies.

Definitions

- **Community Service Programs** are the programs and projects members initiate and participate in to serve their communities, including projects with GFWC Affiliate Organizations.
- **Number of Projects** is the numerical account of the programs/projects initiated and participated in by clubs and 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. These funds must have gone through the club or district treasury.
- **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 (available at GFWC.org and CFWC.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.

**Statistical Forms are due to CFWC Dropbox (or by mail/email)
by February 15, 2024**

If submitting by mail or email, send to:
 Sonya Matthies, CFWC 1st Vice President/Dean
 20345 Grand Ave
 Wildomar CA 92595
 email: Shmatthies@verizon.net.

AFFILIATE DATA FORM SAMPLE (see also page 13)

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 District Dean Bev York - NOT to CFWC - by January 23, 2024.



**GFWC California Federation of Women's Clubs
Affiliate Data Form**
January 1st to December 31st, 2023

Complete this 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). 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	All Projects				
HEIFER INTERNATIONAL	All Projects				
HOPE FOR JUSTICE	All Projects				
MARCH OF DIMES	All Projects				
OPERATION SMILE	All Projects				
ST. JUDE CHILDREN'S RESEARCH HOSPITAL	All Projects				
UNICEF	All Projects				
UNITED NATIONS FOUNDATION SHOT@LIFE CAMPAIGN	All Projects				

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

Please submit this form via CFWC's Dropbox process or by mail/email to:

Sonya Matthies, CFWC 1st Vice President/Dean
20345 Grand Ave, Wildomar, 92595
Email: Shmatthies@verizon.net

**This form is due to CFWC Dropbox (or by mail to CFWC 1st VP/Dean) by
February 15, 2024**

[DISTRICT AWARD ENTRY SAMPLE](#)

This is the [DISTRICT](#) form for Narratives by Palomar District officers and Chairs.

This form is available Interactive on CFWC.org, 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 reports to
Palomar District Dean Bev York – NOT TO CFWC –
by January 1, 2024 to allow time to prepare for Dropbox.**



CALIFORNIA FEDERATION OF WOMEN'S CLUBS DISTRICT AWARD ENTRY COVER SHEET Annual Reporting January 1- December 31, 2023

Chairman:		
District:	# of Members:	Area:
District Position:		
Reporter's Address:		
City:	State:	Zip:
Email:	Phone:	
Name of GFWC Special Program, Community Service Program, Advancement Plan or ESO		

- Entries limited to **3 pgs**, including cover sheet. 11-pt font. Include 1 brief paragraph to describe your district.
- Describe district projects that have made the most impact in your area. Include "who, what, when, where, how, and why" details about the projects.
- INCLUDE THIS HEADER for each project described in the report:

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

Thank you for being part of our GFWC Federation!