



## **GFWC PALOMAR DISTRICT 2024/2025 Report Writing and Judging Packet**

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**This document was made by many hands. It is said to come from Linda Bridges and then each administration added a little. If you have suggestions please send them to [cfwcsonjahults@gmail.com](mailto:cfwcsonjahults@gmail.com). Thank you.**

## **Report Packet Outline**

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## **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.
- 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 during the year on specific projects like Community Service Projects and Club Advancement Plans that benefit communities and clubs.
- Narrative reports are your best chance to tell your future club members 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.**

# CFWC FIRST VICE PRESIDENT



**Wendy Curran**  
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As the 2024-2026 administration starts, we begin the story of accomplishments for our Clubs, Districts, and our California Federation. My job for the next 2 years is to assist President Sonya in facilitating how we together share our projects and maybe add new, great ideas and projects that help our beautiful state shine.

Additionally, as the Dean of Chairmen and Coordinator of Community Service Advancement and other Federation programs, I serve as Chair of the Report Criteria Committee. I also serve on the Executive Committee, Convention Committee, Communications Committee, and Finance Committee.

Report writing – is the way we share how our Club or District brought meaning to the projects and members. *SO WHERE DO WE BEGIN?* How did the project idea or project come about? Was it something new, a long-standing event or project that you revamped or thought of in a different way? Was there something that was meaningful in your community or a totally new project?

Think back to why you chose your projects – your best fundraising idea should be the “star” in the Fundraising Report. Your great ideas for increasing membership should be shared in the Membership Report. How did you honor your new members? Did you have a celebration of your Club’s founding, or a milestone anniversary?

Please also report your projects in: Environment, Arts & Culture, Education & Libraries, Civic Engagement, Health & Wellness, and don’t forget Book Club. In addition, two important programs: our General Federation of Women’s Clubs [GFWC] special program – DOMESTIC AND SEXUAL VIOLENCE AWARENESS AND PREVENTION and the Juniors’ special program – ADVOCATES FOR CHILDREN. Did your club engage in something that could be shared in those categories?

The goal is for your report to stand out. *How do you do that?* First, the best idea/project as your opening project. Was it new or revamped? Take the space to highlight how the project came about, what was needed for success and the impact it made. Be succinct in your wording – however, “paint the picture”. Each category report you write has a maximum of only 3 pages to include all of your projects information.

The “Basics” of your report is in *HOW* you write it. Collect pertinent data on the project as you move along, from the beginning. Write about how you included members in the project, what was the outcome – was it a project your members were willing to support, will you do this project again, or was it a “one and done”?

As we write reports, being creative with our subject can help shape the story you are writing. Be creative in your descriptions of the project. Especially, how your members and/or the community stepped in to make it a success. Please remember to include how your club shared the project

and the impact it made. And, if your project has a special meaning for your club or community, comment on that in your report.

When creating your reports, **include the project title and the top 3 – “Dollars Donated”, “In-Kind” donations, and most importantly “Volunteer Hours”, in the header for each project.** After all, you are not just sharing what you did to make a difference in your community, and beyond. You are providing facts that show how you did it, who helped and how much time went into the project. Those efforts deserve to be included. And most essentially, how the members participated in the projects or celebrations.

Report writing for 2024 is **from January 1, 2024 through December 31, 2024**. President Sonya’s theme is “*Ignite Your Volunteer Spirit*” and our project reports will showcase how club and district members *ignited* your spirit as you prepare and share your reports. Keep in mind you are writing for the reader, so write in the 1<sup>st</sup> person. We write these reports to capture our history. Typing the report(s) should be no smaller than 11 font; leave a border/margin; write out Club or District full names (judges don’t know our acronyms); and remember to have a beginning, middle and end.

As a final step, make sure to read your report (out loud), or ask another member to read it, to make sure the report makes sense, before you submit it. Take pride in the accomplishment of your report(s). They are our combined history here in California and also of the General Federation of Women’s Clubs.

Each club will also complete the CFWC Statistical form, forwarding a copy to your District. Then, each District will combine all information sent by clubs to District, and will compile the information, forwarding a copy to CFWC 1<sup>st</sup> VP (me); CFWC will forward to GFWC eligible reports.

**SPECIAL NOTE: Clubs and Districts establish their own rules/standards – pay attention to District deadlines for submitting reports.** Again, this year, Districts will be signing up for appointments to send reports via Dropbox [electronic submission of reports] which will begin February 1, 2025 . Information about these appointments will be sent out at the end of 2024 to all Districts. It is best to send the club reports to your home District. In the event of unusual circumstances, reports may be sent to me electronically or mailed to my home address and must meet deadlines.

This year, the 2024 report forms for use by Clubs and Districts, the CFWC Statistical Form (2 pages), and the Affiliate Form will be placed on our CFWC website, under the REPORTS tab. There you will also find information about Report Writing, 2024 Report Instructions, Dropbox instructions, a Report Writing FAQ and the GFWC In-kind donation Guide and the “Where to Report it” list.

Starting in October, the CFWC Area Conferences will be held: Area C is scheduled for Saturday, October 8<sup>th</sup>; Area D is scheduled for October 12<sup>th</sup>; Area A is scheduled for October 19<sup>th</sup>; and Area B is scheduled for October 26<sup>th</sup>. I am looking forward to attending each Area Conference and meeting with club and district members. Report Writing information and tips will be shared.

I look forward to receiving your 2024 Reports, to learn more about what we accomplish as we “*IGNITE OUR VOLUNTEER SPIRIT*”! I believe what we have done in 2024 will lead the way to an even brighter future. Thank you, members of the California Federation of Women’s Clubs, you are all shining examples of what we can accomplish. Keep up the Good Work! Pitch in when and where you can, be an example to others, sharing your smiles, friendship, compassion, and make a difference.

## **STARTING Your Year Out Strong: Gathering and Organizing Information**

- Create a folder on your desktop that is called 2024 CLUB Narratives
  - Inside create a file for each of the program areas.
  - Create a file with FINAL copies of the narratives, place all edited and approved narratives in this folder.
- Questions to ask yourself after you have written or received a narrative.
  - Check for editing
  - Check for content
  - Share with your board for additional editing
- Save each narrative report and statistics form as a separate .pdf file
- YEAR, Legal Club Name, Program Area- 2024BonsallWCEnvironment
- Meet with the Palomar Dean to hand in your Narratives either;
  - email format
  - dropbox format
  - thumb drive format

## **WHERE TO FIND THE FILLABLE FORM:**

**CFWC provides your fillable forms for you on the CFWC.org Website**

**<https://www.cfwc.org/report-writing/>**

## **SPECIAL INSTRUCTIONS FROM THE STATE:**

## **FILLABLE FORMS HOW TO DOWNLOAD INSTRUCTIONS:**

Step 1: Save a blank report form to your computer.

Step 2: Open the document that's now on your computer and complete your report. To re-save the final report: right click (make sure cursor is NOT sitting in a text box), choose "save as" and keep the same title you gave it originally. When the prompt says "this file already exists, do you want to replace it?" Select YES.

## **Forms in WORD Format:**

- Click document link,
- Open the *download communication box* appearing at the bottom of the screen to fully open the document.
- Save a blank form to your computer.

**OFFICIAL CLUB SIZES**

Use this club size number for all narratives -

“Number of Members (From the CFWC Yearbook)”

<b>CLUB NAME - Size</b>	<b>Palomar District Club Membership</b>	<b>Palomar District Club Size</b>
<b>Bonsall Woman’s Club</b>	<b>69</b>	<b>Intermediate</b>
<b>Fallbrook Woman’s Club</b>	<b>68</b>	<b>Intermediate</b>
<b>GFWC Contemporary Women of North County</b>	<b>39</b>	<b>Medium</b>
<b>GFWC Inland Valley Federated Women’s Club</b>	<b>12</b>	<b>Small</b>
<b>Julian Woman’s Club</b>	<b>46</b>	<b>Intermediate</b>
<b>Poway Woman’s Club</b>	<b>10</b>	<b>Small</b>
<b>The Woman’s Club of Vista</b>	<b>34</b>	<b>Medium</b>
<b>Valley Center Women’s Club</b>	<b>3</b>	<b>Small</b>
<b>Woman’s Club of Carlsbad</b>	<b>100</b>	<b>Large</b>
<b>Woman’s Club of Oceanside</b>	<b>24</b>	<b>Medium</b>
	<b>405</b>	

## **REPORTING FORMS YOU NEED TO DOWNLOAD**

CFWC reports are submitted on three separate forms:

1. The **CFWC Statistical Form reports** your club's volunteer hours, donations, and in-kind donations.
2. The **Club Award Cover Sheet Entry** form reports each club's community service projects and club advancement projects.
3. The **Affiliate Data Form** reports a club's participation

## **CLUB STATISTICAL REPORTS ARE MANDATORY**

- **CFWC Statistical Form**

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 each year. 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!**

- **Membership Report.**

Use the Club Award Cover Sheet form to tell how you reach prospective members, recognize guests, and welcome new members. What do you do to retain the members you currently have, what brings your members back? What was the percentage of guests and visitors that later joined? 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/>)

- **Club Award Cover Sheet Entry** form.

**Double Check that you are writing on the Club Award Cover Sheet, not the District form!**

- **Affiliate Data Form.**

Reports club projects with affiliated organizations, All projects with Affiliates will be reported on this form, as well as on the club's narrative that reports the project.

- All projects and hours reported must have taken place between January 1-December 31st. (The only exception is where there is a project such as a convention that you have been working on for several months. The hours are then reported when the project is finished).
- Work with your club members together, create a way to help each other, edit each other. Make it a workshop where everyone gets it done quickly and easily.
- Do not send your club reports directly to CFWC. *NO MATTER what you have heard, every single report goes to the District Dean and then to the CFWC Dropbox Team.*

## Categories

- Domestic and Sexual Violence Awareness and Prevention
- Advocates for Children
- Arts and Culture
- Civic Engagement and Outreach
- Education and Libraries
- Environment
- ESO
- Health and Wellness
- Affiliate Organizations:
  - Heifer International
  - Hope for Justice
  - Shot @ Life
  - St. Jude Children's Research Hospital
  - Canine Companions
  - March of Dimes
  - Operation Smile
  - Unicef USA
- Communications and Public Relations
- Fundraising
- Leadership
- Legislation and Public Policy
- Membership
- Women's History and Resource Center
  
- **These awards are separate but can be turned in January:**
- Jennie June
- Community Impact
- Photography
- Writing



## ITEMS TO REREAD TO KEEP YOUR DETAILS STRAIGHT

1. Use **only** the Club Award Cover Sheet Entry form for this particular year.
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 each 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 accepted early on zoom with the Dean, we will type them together.**
10. **Include** a statistics header for each project reported.  
Project Title: \_\_\_\_\_ Hours \_\_\_\_\_ Donated \$ \_\_\_\_\_ In Kind \_\_\_\_\_
11. **Use an 11-point font or larger.**
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 Palomar Club Size Worksheet.
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 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.**
  - a. **Number of Projects** is the numerical account of the programs and projects initiated and participated in by the clubs and District.
  - b. **Volunteer Hours** is the amount of time that members worked on approved programs and projects.
  - c. **Dollars Donated** is the monetary amount given to programs and projects.
  - d. **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](http://www.GFWC.org).
  - e. **Dollars Spent** are costs incurred by members, clubs, or Districts to achieve Advancement Plan goals.
  - f. **Dollars Raised** reflects the dollars earned from fundraising and development programs and projects.
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.

## **TIME TO START WRITING YOUR NARRATIVE!**

- **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 many obstacles.
  - **WAS IT A FUNDRAISER?** Tell us about the rewards, headaches, successes, obstacles the 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 canceled, 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 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 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 on the CFWC.org website.

## **JUDGING CRITERIA for JUDGING NARRATIVES**

- JUDGING
- GFWC SPECIAL PROGRAMS AND COMMUNITY SERVICE PROGRAMS
- GFWC ADVANCEMENT PLAN PROGRAMS
- GFWC AFFILIATES
- SUBMITTING NARRATIVES, STATISTICAL and AFFILIATE DATA FORMS, 2023

**Palomar JUDGING will begin on February 1st to February 10th. We need to have our reports to the CFWC Dropbox Team by February 15th.**

**Each club will be asked to have a judging coordinator. You will receive a folder with reports divided by category to judge. Inside of the folder will be the reports and judging criteria. All judging results will need to be returned to the Palomar Dean Sonja Hults by February 10th, 2025.**

### **Judging criteria for GFWC Special Programs and Community Service Programs**

*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.*

GFWC Signature Program: Domestic and Sexual Violence Awareness

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

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 it again? Did the project unite your club? 1-30 points

## JUDGING CRITERIA for GFWC 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.*

### 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 survey 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. FWC 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. Fund- raisers 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. **Describe your plan:** How did you plan to achieve your goal and make the event successful? Re- member to treat your potential donors as "friends." 1-20 points
3. **Ask:** How did you ask for volunteers and donations? 1-20 points
4. **Stewardship:** All donations need to be handled courteously. Did you thank your donors and share the event's success afterward? 1-20 points



# GFWC California Federation of Women's Clubs Statistical Form

January 1<sup>st</sup> to December 31<sup>st</sup>, 2024

This report is required from **ALL** CFWC clubs and districts. Include total statistics from your Club or District for each Special Program, Community Service Program, Advancement Plan, and Epsilon Sigma Omicron (ESO).

For projects benefiting a GFWC Affiliate Organization (*Alzheimer's Association; Canine Companions; Heifer International; Hope for Justice; March of Dimes; Operation Smile; Saint Jude's Research Hospital; Shot@Life; UNICEF USA*): report statistics in the most appropriate Special Program or Community Service Program below, according to intent of the project. Also report these statistics on the **Affiliate Data Form**.

Club \_\_\_\_\_ District \_\_\_\_\_ Area \_\_\_\_\_

<b>GFWC SPECIAL PROGRAMS</b> <i>Report Statistics for All Projects</i>	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
<b>GFWC SIGNATURE PROGRAM: DOMESTIC &amp; SEXUAL VIOLENCE AWARENESS &amp; PREVENTION</b>				
<b>GFWC JUNIORS SPECIAL PROGRAM: ADVOCATES FOR CHILDREN</b>				
<b>GFWC WOMEN'S HISTORY &amp; RESOURCE CENTER</b>				

<b>GFWC COMMUNITY SERVICE PROGRAMS</b> <i>Report Statistics for All CSP Projects</i>	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
<b>ARTS AND CULTURE</b>				
<b>CIVIC ENGAGEMENT AND OUTREACH</b>				
<b>EDUCATION AND LIBRARIES</b>				
<b>ENVIRONMENT</b>				
<b>HEALTH AND WELLNESS</b>				

<b>GFWC ADVANCEMENT PLANS</b>	Number of Projects	Volunteer Hours	Dollars Spent
<b>COMMUNICATIONS AND PUBLIC RELATIONS</b>			
<b>LEADERSHIP</b>			
<b>LEGISLATION AND PUBLIC POLICY</b>			
<b>MEMBERSHIP</b>			

FUNDRAISING AND DEVELOPMENT	Number of Projects	Volunteer Hours	Dollars Raised

EPSILON SIGMA OMICRON (ESO)	Hours of Reading	# Books Read

### Instructions

- **CFWC Clubs:** This report is required from all clubs. Complete and submit it by email to your District President by the district deadline. **DO NOT SUBMIT THIS FORM DIRECTLY TO CFWC.**
- **CFWC Districts:** This report is required from all districts. Complete the report using the district totals and totals of all clubs in your district for each category. Submit the compiled statistical report to CFWC Dropbox by February 15, 2025.

### Definitions

- **Community Service Programs** are the programs and projects members initiate and participate in to serve their communities, including projects benefiting 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. Note: These funds must have gone through the club/district treasury in order to be reported.
- **In-Kind Donations** reflect the monetary value for goods and items provided to programs and projects. Refer to the *GFWC In-Kind Donation Guide* for an estimated value of commonly donated items (available at cfwc.org and 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/or projects

**This Statistical Form is REQUIRED from all clubs and districts.  
It is due to CFWC (via Dropbox) by February 15, 2025**







**CALIFORNIA FEDERATION OF WOMEN'S CLUBS**  
**DISTRICT AWARD ENTRY COVER SHEET**  
*Annual Reporting January 1- December 31, 2024*

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

Report limited to 3 pages (including this cover sheet). No smaller than 11pt font. Begin with a brief paragraph describing your district, then describe district projects that made the most impact. This Statistic Header must be included for each project described in the report:

**Project Title:** \_\_\_\_\_ **Hours** \_\_\_\_\_ **Donated \$** \_\_\_\_\_ **In-Kind \$** \_\_\_\_\_



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

January 1<sup>st</sup> to December 31<sup>st</sup>, 2024

Complete this form to include **total statistics** from your Club or District for projects benefitting the **GFWC Affiliate Organizations** listed below. These statistics should also be recorded in the most appropriate Special Program or Community Service Program report according to the intent of the project.

Club: \_\_\_\_\_ District: \_\_\_\_\_ Area: \_\_\_\_\_

GFWC AFFILIATE ORGANIZATIONS	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
ALZHEIMER'S ASSOCIATION				
CANINE COMPANIONS				
HEIFER INTERNATIONAL				
HOPE FOR JUSTICE				
MARCH OF DIMES				
OPERATION SMILE				
ST. JUDE CHILDREN'S RESEARCH HOSPITAL				
UNICEF USA				
SHOT @ LIFE				

- **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.cfwc.org/report-writing](http://www.cfwc.org/report-writing).

**This form due to CFWC (via Dropbox) by February 15, 2025**

For questions concerning the Affiliate Data Form, contact CFWC 1<sup>st</sup> VP, Wendy Curran  
[wendycurran5@gmail.com](mailto:wendycurran5@gmail.com) / (909) 816-8607