



General Federation Of  
Women's Clubs

**GFWC Georgia Program/Special Project  
Report Form**  
Entry Cover Sheet  
2018-2020

**COMMUNICATION AND PUBLIC RELATIONS REPORT FORM**

Preparer's Name and Title:					
Club Name:			District:		
Email Address:					
Mailing Address:					
City:		State:	Zip:	Phone:	
Membership Category (circle one):    Woman's    Junior    Juniorette					
Number of Club Members:					
<b>Statistical Information</b>					
	<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Donated Club</b>	<b>Members</b>	<b>In-Kind Donations</b>
<b>COMMUNICATION AND PUBLIC RELATIONS PROJECTS</b>					
<ul style="list-style-type: none"> <li>● Does your club have a Communication &amp; Public Relations chairman? (circle one) YES NO</li> <li>● Does your club maintain an updated media list to assist in publicizing? (circle one) YES NO</li> <li>● Does your club send news releases of upcoming programs/projects to local newspapers, radio and TV stations? (circle one) YES NO</li> <li>● Does your club have other ways of publicizing its projects? (circle one) YES NO If so, what do you use? _____</li> <li>● How many times were your club's programs/projects featured in or on local/social media? _____</li> <li>● Has your club developed its own brochure? (circle one) YES NO</li> <li>● Does your club have a public relations display that includes photos of club projects, newspaper clippings, and a calendar of events to display at public events and locations? (circle one) YES NO</li> <li>● Is your club on Facebook, Twitter, Instagram or other social media? (circle one) YES NO Which form of social media provides the best exposure for your club? _____</li> <li>● Does your club have a website? (circle one) YES NO</li> </ul>					



General Federation Of  
Women's Clubs

**GFWC Georgia Club Creativity Form**  
**Entry Cover Sheet**  
**2018-2020**

**COMMUNICATION AND PUBLIC RELATIONS REPORT FORM**  
**"MOST CREATIVE CLUB PROJECT"**

Preparer's Name and Title:						
Club Name:		District:				
Email Address:						
Mailing Address:						
City:	State:	Zip:	Phone:			
Membership Category (circle one):    Woman's    Junior    Juniorette						
Number of Club Members:						
<p><b>INSTRUCTIONS:</b> Send a one (1) page narrative of the most creative project in this area of work by your club for consideration of the creativity award (this is judged separately and may also be a part of the ten (10) projects <b>(not categories)</b> listed on the Club Award Entry form). Judging will be based on creativity of the project. The club chairman or club president is responsible for completing the Club Creativity Entry Cover Sheet and attaching it to the narrative.</p> <p><b>EMAIL</b> Form to <a href="mailto:Reports@gfwcgeorgia.org">Reports@gfwcgeorgia.org</a> and <a href="mailto:standingcomms@gfwcgeorgia.org">standingcomms@gfwcgeorgia.org</a> no later than <b>JANUARY 25</b> by 11:59 PM <b>OR</b> postal mail POSTMARKED BY <b>JANUARY 25</b> to both:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">           GFWC Georgia            Attn: Office Administrator            P O Box 39            Tallulah Falls, GA 30573         </td> <td style="text-align: center; vertical-align: middle;">and</td> <td style="text-align: center;">           Bonnie Rogers            GFWC Georgia Standing Committee Chairman            186 Magna Carta Drive            Woodbine, GA 31569         </td> </tr> </table> <p>Additionally, Junior Clubs should mail a copy of the form either electronically or by postal mail to GFWC Georgia Director of Junior Clubs at <a href="mailto:juniordirector@gfwcgeorgia.org">juniordirector@gfwcgeorgia.org</a> or Becky Bolden, GFWC GA Director of Junior Clubs, 4510 Hidden Meadows Lane, Monroe, GA 30656.</p> <p>Submit the form with</p> <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• One (1) page narrative single-spaced in 12 point font or larger on most creative project</li> <li>• Label narrative page clearly with club name, preparer name, and email</li> </ul>				GFWC Georgia Attn: Office Administrator P O Box 39 Tallulah Falls, GA 30573	and	Bonnie Rogers GFWC Georgia Standing Committee Chairman 186 Magna Carta Drive Woodbine, GA 31569
GFWC Georgia Attn: Office Administrator P O Box 39 Tallulah Falls, GA 30573	and	Bonnie Rogers GFWC Georgia Standing Committee Chairman 186 Magna Carta Drive Woodbine, GA 31569				

**Club Award Entry Instructions:**

Entries may be no more than two (2) pages single spaced in 12 point font or larger (excluding cover sheet) and include:

- Up to two (2) pages describing no more than **ten (10)** specific projects (**not categories**) completed by your club January 1 through December 31 in the reporting year that has made the most impact in your community that describes the “who, what, when, where, how, and why” of the project as well as pertinent statistics of that project.

**EMAIL** Form to [Reports@gfwcgeorgia.org](mailto:Reports@gfwcgeorgia.org) and [Standingcomms@gfwcgeorgia.org](mailto:Standingcomms@gfwcgeorgia.org) no later than **JANUARY 25** by 11:59 PM

**OR** postal mail POSTMARKED BY **JANUARY 25** to both:

GFWC Georgia  
Attn: Office Administrator      and  
P O Box 39  
Tallahah Falls, GA 30573

Bonnie Rogers  
GFWC Georgia Standing Committee Chairman  
186 Magna Carta Drive  
Woodbine, GA 31569

Additionally, Junior Clubs should mail a copy of the form either electronically or by postal mail to GFWC Georgia Director of Junior Clubs at [juniordirector@gfwcgeorgia.org](mailto:juniordirector@gfwcgeorgia.org) or Becky Bolden, GFWC GA Director of Junior Clubs, 4510 Hidden Meadows Lane, Monroe, GA 30656.

Submit the form with

- Cover Sheet
- Two (2) page single-spaced narrative describing no more than ten (10) club projects
- Label narrative page clearly with club name, preparer name, and email