

GFWC Georgia General Reporting Guidelines

2020-2022 ADMINISTRATION

1. All clubs should make every effort to report. Reporting is the means by which GFWC Georgia is able to recognize and acknowledge outstanding services our clubs provide to our communities. GFWC uses the statistical information in lobbying efforts and in helping to acquire Partnerships and other funding. Reporting is the history of each club and is also a tool in preserving the history of women in our society.
2. The GFWC Georgia Plan of Work, or Yearbook, should be followed when planning Club projects. This will maximize the impact of GFWC and GFWC Georgia in our communities. This should not however, limit the imagination of your members in planning projects.
3. In compliance with the GFWC Reporting period, clubs should report work done between January 1 and December 31 of the most recently completed calendar year.
4. Clubs who complete the online reporting questionnaire via Google shall be eligible for awards provided it is filed by the deadline required, January 25, and provided club dues are paid on time by December 1.
5. Reports shall be filed by electronic submission, using the Google online reporting questionnaire provided by GFWC Georgia. Deadline for electronic submission is 11:59 pm January 25, regardless of the day of the week.
6. Clubs should report activities in the appropriate Community Service Program, Special Programs, Advancement Areas and Epsilon Sigma Omicron (ESO). Narratives may be attached to the online questionnaire for clarification of club projects. No more than TEN (10) projects may be included in the narrative.
7. The link to the Google online reporting questionnaire may be found online at gfwcgeorgia.org .
8. Depending on its membership, a club will report in one of the following categories:
 - a. Membership of 25 or less
 - b. Membership of 26-50
 - c. Membership of 51 or greater
 - d. Junior Clubs and Juniorette Clubs (regardless of size)
9. District winners will be determined from the reports submitted to the appropriate State Chairmen. It is not necessary for clubs to send reports to the District Chairmen. District Awards Chairmen should send a complete list of the awards presented by their District to the State Awards Chairmen.

Eligibility for Awards

1. Clubs must pay dues on time. Dues are payable on June 1 and are delinquent if not received in the State Office by December 1st. Additionally all Junior Clubs must pay Junior Conference dues on or before December 1. No club or club member is eligible for an award if the club's dues are not postmarked on or before December 1 of the reporting year.
2. Clubs must pay dues on the same number of members to their District, the State and, if applicable, the Junior Conference. The number of members submitted on reports should equal the number of members for which dues are paid.
3. Submissions must be received by 11:59 pm on January 25. This is regardless of the day of the week.

PLEASE NOTE: Failure to comply with the foregoing requirements will render a club, or its members, ineligible for awards.

Explanation of the Google Online Questionnaire

ALL COMMUNITY SERVICE PROGRAM AND TALLULAH FALLS SCHOOL REPORTS MUST BE SUBMITTED VIA THE GOOGLE ONLINE QUESTIONNAIRE SUPPLIED BY GFWC GEORGIA.

1. GFWC Georgia Club Statistical Report – this report is required of all clubs. The President of each club should complete this form. All club statistical information may be reported on this one form. NO NARRATIVE should be attached to this form. This is the only report clubs must complete and submit to be eligible for awards.
2. GFWC Georgia Program/Special Project Narratives – this is where you report the activities of your club work in a narrative form. This is an *optional* part of the Google online questionnaire. After submitting statistical information via the Google online questionnaire, the narrative may be completed. The online Google questionnaire allows the reporter to submit only TEN projects.
3. GFWC Club Creativity Award – this is an opportunity to provide additional information and highlight ONE (1) project that your club feels is exceptional in each area of work. Consider this project to be your most outstanding project in each area of work. It should also be included in the TEN projects reported in the narrative. This report is *optional*.

ONE project may be highlighted for each of the five Community Service Programs, the two (2) Special Programs, Advancement Areas and Epsilon Sigma Omicron (ESO). The online Google questionnaire allows the reporter to submit only ONE project. There will be one Creativity Award overall winner and one Honorable Mention winner for each area of work.

GFWC Georgia Other Reports and Awards

GFWC Georgia sponsors several special emphasis projects requiring special reports. These projects are listed in the GFWC Georgia Club Yearbook. These special projects are promoted by the Special Committee Chairmen. These include but are not limited to: the Community Improvement Program,

Fundraising, Leadership, Legislative, Membership and Tallulah Falls School. Additionally, there is a special report required for the President's Special Project. If a club wishes to compete for these awards, the club should use the reporting criteria outlined in the GFWC Georgia Yearbook. These awards are subject to the eligibility requirements as set forth above. Reports must be electronically submitted via the Google online questionnaire.

PLEASE NOTE: Statistical information for ADVANCEMENT AREAS (Communications and Public Relations, Leadership, Legislative/Public Policy, Membership, Fundraising and Women's History/Resource Center) and ESO are reported on separately via the Google online questionnaire. Additional reports may be required.

General Federation of Women's Clubs Awards

Our parent organization, the General Federation of Women's Clubs (GFWC), sponsors a number of special emphasis awards during each administration, many of which are cash awards. A complete list of these awards can be found in the GFWC Club Manual, which is available for download and printing at <http://www.gfwc.org>. There is no cost for the electronic version of the Club Manual. Hard copies of the manual may also be ordered directly from GFWC, either by going to the website under the tab "Marketplace" or by calling a GFWC Membership Associate at 202-347-3168. These awards require a separate report to be submitted during the second year of the administration. Clubs wishing to compete for any of these awards should submit their report to the relevant State Chairman no later than March 1 of the second year of the administration. In the event there is more than one (1) submission, a state winner will be selected and the report forwarded to GFWC no later than March 15 for judging at the national level.