

# **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](http://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 SPECIAL AREA REPORTS MUST BE SUBMITTED VIA THE GOOGLE ONLINE QUESTIONNAIRE SUPPLIED BY GFWC GEORGIA.

### 1. **GFWC Georgia Club Statistical Reports:**

- a. **Statistical Data:** Each CSP/Advancement Area/Special Project has a statistical section on the online questionnaire. This report must be filed by January 25<sup>th</sup> in order to be eligible for awards in the appropriate CSP/Advancement Area/Special Project.
- b. **Club President's End-of-Year Summary:** The club president or designee should submit the end-of-year statistical summary of all work the club has completed during the reporting period (January 1 through December 31). The end-of-year summary has NO narrative option. This report is due by February 15<sup>th</sup>.

2. **GFWC Georgia Program/Special Project Narratives** – The Narrative section is an *optional* part of the Google online questionnaire. The information submitted in this section of the report allows the club to give more details such as the “who, what, where, when, why and how” in regards to projects. The online Google questionnaire allows the reporter to submit only TEN projects.

3. **GFWC Club Outstanding/Creative Project Award:** The Outstanding/Creative Project report allows the club 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 or most creative project in each area of work. It should also be included in the TEN projects reported in the narrative. 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. This report is *optional*. Note: At the National level, there will be one Creativity Award overall winner and one Honorable Mention winner for each area of work.

4. **Challenge Project:** The GFWC Georgia Challenge Projects have been selected by each

Community Service Program to emphasize a special topic within the plan of work. Statistical data and a brief narrative are included on the report. This is a bonus and may be considered an 11<sup>th</sup> project. The Challenge Project may be selected as the Club's most outstanding/creative project entry.

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.



General Federation of  
Women's Clubs

**GFWC Georgia Program/Special Project  
Report Worksheet 2020**

**COMMUNITY SERVICE PROGRAM REPORT FORM**

Preparer's Name and Title:					
Club Name:			District:		
Email Address:					
Mailing Address:					
City:		State:	Zip:	Phone:	
Membership Category					
Number of Club Members:					
<b>Statistical Information</b>					
	<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Donated</b>		<b>In-Kind Donations</b>
			<b>Club</b>	<b>Member</b>	
<b>COMMUNITY SERVICE PROJECTS (total)</b>					
AFFILIATE _____					
AFFILIATE _____					
AFFILIATE _____					
<b>Projects</b>					
<b>Title/Description</b>	<b># of members</b>	<b>hours</b>	<b>Dollars Donated</b>		<b>In-Kind Donations</b>
			<b>By Club</b>	<b>Member</b>	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Creative					

## Sample On-line Reporting featuring Membership Report

General Federation Of Women's Clubs

GFWC Georgia Program/Special Project Report Form 2020

MEMBERSHIP REPORT FORM

### GFWC Georgia Membership Report Form

ALL Membership Reports will be judged from one entry. If you are competing for awards in this category, PLEASE be sure to follow all requirements for each Membership Award.

FORMS Are DUE NO Later than JANUARY 25 by 11:59 PM.

IF THIS FORM IS COMPLETE AND SUBMITTED NO FURTHER REPORT IS NEEDED

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [debrandress1960@gmail.com](mailto:debrandress1960@gmail.com)? [Switch account](#)

\* Required

Email address \*

Your email

Your Name \*

Your answer

Your Title \*

Your answer

Club \*

Choose

District \*

Choose

Mailing Address \*

Your answer

City \*

Your answer

State \*

GA

Other: \_\_\_\_\_

Zip Code \*

Your answer

Phone Number \*

Your answer

### Section 1 of 3:

Input personal email, your name, your club title/office held

Pull down menu for Club and District names.

Input address of reporter, City, Select State, input zip code, phone number

Pull down menu for type of club, input number of members your club paid dues

**Statistical information:**

Total number of volunteers hours your members worked on all projects in this area.

Total amount in dollars donated by Club

Total amount in dollars donated by Members

Total value of In-kind donations

Day of Service statistical information (# projects, volunteer hours, dollars donated by club & members, in-kind donations)

General Federation Of Women's Clubs

GFWC Georgia Program/Special Project Report Form 2020

MEMBERSHIP REPORT FORM

## GFWC Georgia Membership Report Form

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [deblandress1960@gmail.com](mailto:deblandress1960@gmail.com)? [Switch account](#)

\* Required

### Membership Statistics

How many members were paid to GFWC Ga for this Calendar year 2020? \*

Your answer \_\_\_\_\_

How many members were paid to GFWC Ga for the previous year 2019? \*

Your answer \_\_\_\_\_

How many members were lost due to:

Relocation? \*

Your answer \_\_\_\_\_

Relocation? \*

Your answer \_\_\_\_\_

Deceased? \*

Your answer \_\_\_\_\_

Other? \*

Your answer \_\_\_\_\_

Number of new members \*

Your answer \_\_\_\_\_

Total Club Members \*

Your answer \_\_\_\_\_

Please attach a copy of your NEW MEMBER ROSTER

[Add file](#)

[Back](#) [Next](#) Page 2 of 14

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Google Forms

## Section 2 of 3: Membership Statistics

Answer these questions:

# Members paid in 2020, 2019?

How many members lost due to Relocation, Deceased, or Other?

# of New members?

Total Club Members? Should equal the number of members for which dues paid

Attach your file of **New** members

General Federation Of Women's Clubs

GFWC Georgia Program/Special Project Report Form 2020

MEMBERSHIP REPORT FORM

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**GFWC Georgia Membership Report Form**

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\* Required

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**RECRUITMENT AND RETENTION**

Did one member personally recruit 5 or more new members? \*

Yes

No

If so, please provide her name, address, and the list of those she recruited on a separate sheet of club stationery. This must be signed by the club President and Treasurer and sent in addition to this report. (for your convenience you may upload it here)

[Add file](#)

Does your club support Dollars for Delegates? \*

Yes

No

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Did your club conduct a new member orientation? \*

Yes

No

How many NEW members attended orientation?

Your answer \_\_\_\_\_

How many EXISTING members attended orientation?

Your answer \_\_\_\_\_

Who conducted the orientation?

Your answer \_\_\_\_\_

How many members attended State Institute? \*

Your answer \_\_\_\_\_

How many members attended State Convention? \*

Your answer \_\_\_\_\_

**Section 3 of 3: Recruitment and Retention Statistics**

Answer these questions:

Did one member recruit 5 or more new members?  
 If YES, add a file (see recruitment form in yearbook)

Did you have an Orientation? How many new members attended? How many existing members attended? Who conducted the orientation?

Who attended State events (Institute, Convention)?

Do you want to include a narrative for your Top Ten projects? If you answer NO, you will be prompted to submit.



## Narratives

If you answer YES for narrative, type in each of the Top Ten project narratives as prompted.

You will answer these questions:

Project Title

# members working on project

# volunteer hours on project

Dollars donated on project

In-kind donations for project

Description of project (500 characters-each letter, space and punctuation mark counts as a character.)

The Creative/Most Outstanding Project will be your last submission. Statistical information will be the same. The project description will be longer.

Once the report is submitted, you will receive an email copy of your responses.

General Federation Of Women's Clubs

GFWC Georgia Program/Special Project Report Form 2020

MEMBERSHIP REPORT FORM

### GFWC Georgia Membership Report Form

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [deblandress1960@gmail.com?](#) [Switch account](#)

\* Required

#### Narrative Form Project 1

Please keep use this form to complete your narratives.

Project Title \*

Your answer \_\_\_\_\_

Members Working on Project \*

Your answer \_\_\_\_\_

Hours for Project \*

Your answer \_\_\_\_\_

Dollars Donated for Project \*

Your answer \_\_\_\_\_

In-Kind For Project \*

Your answer \_\_\_\_\_

Description for Project \*

Your answer \_\_\_\_\_

Would you like to enter another project or a Creative Narrative? \*

Yes, another project

Yes, a Creative

No

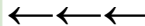
Back Next

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Once the report is submitted, you will receive an email copy of your responses.

The screenshot shows the final submission page of a Google Form. At the top left is the logo of the General Federation of Women's Clubs. The title is "GFWC Georgia Program/Special Project Report Form 2020 MEMBERSHIP REPORT FORM". Below the title, it says "GFWC Georgia Membership Report Form". A warning message states: "The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [debladress1960@gmail.com](mailto:debladress1960@gmail.com)? [Switch account](#)". There are "Back" and "Submit" buttons. A progress bar is at 100%, labeled "Page 14 of 14". At the bottom, it says "Google Forms".

The screenshot shows the first page of the Google Form. It has a "Next" button and a progress bar at 0%, labeled "Page 1 of 14". It includes the same warning message and "Google Forms" branding as the previous page.



Pages 1-3 = statistical information

Page 4 = Project 1

Page 5 = Project 2

Page 6 = Project 3

Page 7 = Project 4

Page 8 = Project 5

Page 9 = Project 6

Page 10 = Project 7

Page 11 = Project 8

Page 12 = Project 9

Page 13 = Project 10

Page 14 = Project Creative