

GFWC GEORGIA ONLINE REPORTS INSTRUCTIONS

GENERAL INFORMATION

- (1) Submit report online via gfwcga.org. by the deadline of January 25th at 11:59 P.M.
- (2) Reporting section is in the member portal. Password: smile
- (3) Access the CSP/Advancement Area/Special Project
- (4) Complete Sections 1 -6 for each area.
- (5) Submit.
- (6) Reporters will receive an email copy of responses.
- (7) If errors are discovered after submission, file an edited version.

SECTION 1 of 6: REPORTER INFORMATION

Input personal e-mail, 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 for which your club paid dues

SECTION 2 of 6: STATISTICAL INFORMATION:

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

Total amount in dollars donated by Club for all projects in this area

Total value of In-kind donations for all projects in this area

SECTION 3 of 6: AFFILIATES STATISTICS

Complete for all affiliates including: Heifer, HOBY, March of Dimes, Operation Smile, Prevent Child Abuse, St. Jude, Shot @ Life, UNICEF

Projects completed for the Affiliate

Volunteer hours for the Affiliate

Total amount in dollars donated by Club to the Affiliate

Total value of In-kind donations for the Affiliate

SECTION 4 of 6: CHALLENGE PROJECT

If you answer YES for Challenge Project, you will answer these questions:

Project Title

Members working on project

Volunteer hours on project

Dollars donated for project

In-kind donations for project

Description of project (750 characters-each letter, space and punctuation mark counts as a character.)

SECTION 5 of 6: TOP TEN PROJECT NARRATIVES

If you answer YES for narrative, you will answer these questions for *each* of the Top Ten projects:

Project Title

Members working on project

Volunteer hours on project

Dollars donated for project

In-kind donations for project

Description of project (750 characters-each letter, space and punctuation mark counts as a character.)

SECTION 6 of 6: CREATIVE/MOST OUTSTANDING PROJECT

If you answer YES for Creative/Most Outstanding Project, you will answer these questions:

Project Title

Members working on project

Volunteer hours on project

Dollars donated for project

In-kind donations for project

Description of project (Extended narrative explanation)

NOTE: The Creative/Most Outstanding Project should be # 1 of the Top Ten.