

Reporting Guidelines:

- Only club sponsored projects are reportable. This means that the project must be one that the whole club voted on to be a club project and your GFWC/Iowa club is recognized in any promotion of the project and your club gets the recognition, along with any other group you partnered with. The best way to assure this is to bring the project up at a meeting and have a vote by the members to make this a club activity. That way it is in the minutes of the meeting. Not all members are required to participate in a club sponsored activity, just that it is sponsored by the club. This means that even if all club members volunteer at church, the hospital, other civic club or community group this is not reportable unless the club voted on it and GFWC is recognized as a sponsor. It is fabulous that we are all volunteers for many other entities but they should get the thanks and credit when you are doing it on their behalf.
- Use only even numbers on the Statistical Report. Round up any numbers to the next highest. e.g. 1.75 is 2.
- Please type only one Program area per page. You may put all your projects in that area on that page but do not put projects from 2 areas on the same page please. For example: All Arts and Culture projects should be reported on the same page but not on a page with Domestic Violence or another area.
- Clubs choose which area to report a project in. But choose only 1, as no one project can be reported in more than one area.
- A good guide may be to remember the use some “W’s” when writing your narrative.
 - Why did you choose this project
 - Who participated?
 - Who benefited? (Could be club members, community, or others)
 - Where was the project held or done?
 - What was accomplished?
 - When was the project done?

- Tips for a good report: Useful materials:

Club program books: last and current year as reporting period is Jan-Dec

Minutes of meetings

Budget and expense records

Committee reports and minutes

Newspaper articles

Photos taken

Members reports of volunteer hours

Copy of last year's report

- What not to include:

- The kinds of bake goods sold or made if that is a part of the project

- "Filler" words to describe the project. Be succinct not wordy.

- Volunteer hours spent involved in non-club related or sponsored activities. For example: do not include hours members volunteer at the local hospital gift shop, or church, school, or other non-gfwc projects or activities.

- State Chairman who judge your reports will NOT change the area you listed your project under.