



GLBTCC/Iowa

Reporting Guidelines and Tips

REPORTING IS A “**SNAP**”

Simple
Narrative
About your
Project

It doesn't take much time to write a short narrative about your local projects in the GFWC program areas. Your narrative does not need to be lengthy or complex but do tell us more than just the fact that you did a project in that area.

Each club chooses which program area that their project fits best based upon the club's own answers to the questions of why you choose the project and what type of impact it had. For example: A youth art contest for earth day might seem to only fit in Art but maybe the club project was used to highlight caring for the Environment so it could be reported as an Environmental project. But, remember, any 1 project can ONLY BE REPORTED IN 1 AREA. You choose where to report it.

Program Reporting Areas:

1. GFWC Signature Project: Domestic and Sexual Violence Awareness and Prevention
2. Junior Special Project: Advocates for Children
3. Community Service Programs:
 - a. Arts and Culture
 - b. Civic Engagement and Outreach
 - c. Education and Libraries
 - d. Environment
 - e. Health and Wellness
4. Advancement Areas:
 - a. Fundraising
 - b. Communications and Public Relations
 - c. Leadership
 - d. Legislation and Public Policy
 - e. Membership
 - f. Women's History and Resource Center (WHRC)

Affiliate Organizations:

1. Canine Companions
2. Heifer International
3. Hope For Justice
4. March of Dimes
5. Operation Smile
6. St. Jude's Children's Research Hospital
7. United Nations Foundation, Shot at Life Campaign
8. UNICEF USA

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 1 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 shall be reported on the same page but not on a page with Domestic Violence projects.
- 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 to use some “W’s” when writing your narrative.
 1. Why did you choose this project?
 2. Who participated?
 3. Who benefited? (could be club members, community, or others)
 4. Where was the project held or done?
 5. What was accomplished?
 6. When was the project done?
- State Chairman who judge your reports will NOT change the area you listed your project under.

REPORTING PROCEDURES

Questions regarding these procedures may be directed to: GFWC/Iowa 1st or 2nd Vice-President.

1. **Deadline for Reports: February 1st each year.**
2. Report period covers Jan.1 through Dec. 31 of the previous year.
3. **GFWC Reporting Form:** This form will be emailed or mailed annually to all club presidents from GFWC/ Iowa. Complete the GFWC/ Iowa reporting form by filling in the light grayish/blue boxes with the name of any GFWC Affiliate Organization you had a program or project for under each CSP area. You may choose to report it under any CSP area where you feel it fits your intent of the project most accurately. Then complete the remaining form with numbers only in the appropriate white boxes specified for the totals of all projects in that CSP area and/or Affiliate Organization. Report the number of projects, volunteer hours spent, and dollars or in-kind donations for each. **This is a statistical reporting form only.**
4. There shall be **no cross reporting** between community service program areas, except for fundraising. Report your project statistics in one CSP area only.
5. To receive state awards, narratives must be included in community service program areas in which the club wants to be judged. If not seeking state awards, no narratives are required. **A “Narrative” is an attached page with details explaining your project or projects. Each project narrative shall be on a separate page for each CSP area. (if your club does more than 1 project in a CSP area you shall put all those on the same page, but please do not put more than 1 project area on a page, e.g. Health and Wellness and Domestic Violence Awareness narratives shall each be on their own sheet of paper)**
6. Mail a complete copy (UNSTAPLED) to **GFWC/Iowa Headquarters; GFWC/Iowa Headquarters: 3839 Merle Hay Road, Suite 201, Des Moines, IA 50310. Do not send a report to GFWC in Washington, DC.** Retain 1 copy for your club file.
7. **Silver Award:** Each year, during State Convention, one traveling silver tray is awarded in each of the five GFWC Community Service Program Areas (Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness), the GFWC Signature Program: Domestic and Sexual Violence Awareness & Prevention and the Juniors’ Program: Advocates for Children. Clubs winning this award have reported the best projects and programs overall in a particular area. Affiliate Organization projects are not required; however, we encourage clubs to utilize and work with the GFWC Affiliate Organizations. Clubs awarded a Silver Award will be notified that they may have a representative receive award at State Convention. **It is the responsibility of each Silver Award winner to polish the tray and return it in time to be awarded at next convention.**
8. **Chairman’s Choice Award: (previously 1st Place)** will be given to the club that reported the best program/project in a CSP area. It will be given on the basis of work involved, community impact and overall creativity.
9. **Honorable Mention Certificates** will be given to those clubs completing narratives that do not receive a Silver or Chairman’s award. **Summary Award Certificates** will be given to all clubs who complete the GFWC/Iowa Statistical Reporting Form only with no narratives attached.

PROJECT FORM TO BE USED FOR CLUB REPORTING

Club name: _____

Name of project: _____

CSP/Advancement/Special Project Reporting Area: _____

Describe your project: _____

Name of other organization that you collaborated with (if any): _____

Publicity/promotion used: (can attach copy of material used): _____

Benefit to club and/or community: _____

Value of In-Kind Donations: \$ _____ **Monetary Donations: \$** _____
(Non-money, baking supplies, handouts etc) (cash/checks deposited or donated)

Volunteer Hours expended: _____

(Include hours planning, setting up, actual event and clean-up)

Any recommendations and comments: _____

Feel Free to attach 1-3 of your best photos that capture the club intent in volunteering and the impact it made.