

GFWC-WS Club Reporting Rules

Contact: Nancy Burdick, Dean of Chairman

Cross Reporting IS NOT ALLOWED!! Find the best spot to report your club's efforts and do not repeat it in either the narratives or the statistical totals. You are allowed to cross report only for our Washington State contests, Helen Sutton Membership award or the Charlotte Gyllenburg Outstanding Community Service award. Reports are written and submitted on projects that happened between January 1 and December 31st of each year.

Narratives – are important for they give valuable explanatory information about your projects not found within the statistical form. You must submit one **GFWC-Washington State Narrative Reporting Form** (or similar) for each project / advancement area you are reporting under if you wish to be considered for awards. When writing your narrative report, list your biggest and most important projects first. Two pages total.

Statistical Form – complete one **GFWC-Washington State Statistical Form**, combining all project and advancement area totals on the same form. Using the definitions below, be sure to include all projects, hours, and dollars spent / donated / or in-kind. Use the page included here or the excel version on the website (preferred). The statistical form is not required to be sent with the narrative to each Chairman.

Reports are due by February 15th! Send your completed Narrative reports to the Chairman listed for each specific area. Create a packet of all completed narratives and send to President Kim with your completed Statistical Form. Sending a copy of the Statistical Form to Chairman is not required. President Kim will combine all club efforts from the Statistical Forms for the required annual reporting to Headquarters.

Reminder: Can individual members' efforts be reported? The simple answer is NO! The only way you can legally honestly report individual member's efforts is to have that member ask the club to support. Support means: either a financial donation from the club's treasury or the enlistment of additional members' time and talents to help with a project. Additionally – your club must vote to make these "individual" efforts a "club" effort – or reporting it is just plain "fudging" your reports.

DEFINITIONS

Community Service Programs are the programs and projects members initiate and participate in to serve their communities, including projects with GFWC Affiliate Organizations.

Number of Projects is the numerical account of the programs and projects initiated and participated in by the clubs in your State.

Volunteer Hours is the amount of time that members worked on club approved programs and projects.

Dollars Donated is the monetary amount given to programs and projects.

In-Kind Donations reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In-Kind Donation Guide for an estimated value of commonly donated items at **www.GFWC.org**.

Dollars Spent are costs incurred by members, clubs, or State Federations to achieve Advancement Plan goals.

Dollars Raised reflects the dollars earned from fundraising programs and projects.

Signature Program:**Domestic and Sexual Violence
Awareness and Prevention**

Chair: Diana Cunningham
Email: dcunni3410@aol.com
P. O. Box 1143
Toledo, WA 98591

Community Service Programs**Arts & Culture / Art Room**

Chair: Vicki Connor
Email: connorsplace50@comcast.net
4923 Parker Rd. E.
Sumner, WA 98390

Civic Engagement & Outreach

Chair: Brianne Palomino
Email: brewnd@aol.com
P. O. Box 1143
Toledo, WA 98591

Education & Libraries / Scholarship

Chair: Sandra Groves
Email: sandragroves10@gmail.com
811 Edison Street SE
Olympia, WA 98501

ESO

Chair: Jeanette Jester
Email: jemajester@aol.com
4211 NE Franklin Street
Camas, WA 98607

Environment

Chair: Sally Larson
Email: larsonsw@hotmail.com
7514 - 66th Avenue W.
Lakewood, WA 98499

Health & Wellness

Chair: TBD – send to Kim
Email: TBD – daiziedot@yahoo.com
12100 SE Triviere TRL
Port Orchard, WA 98367

Juniors Special Program**Advocates for Children**

Chair: Kathie Jorgensen
Email: kjorgen@outlook.com
22020 SE 40th Court
Issaquah, WA 98029

Advancement Areas**Communications & Public Relations**

Chair: Beth Juvik
Email: bethjuvik@aol.com
8407 - 41st Street W
University Place, WA 98466

Leadership / LEADS

Chair: Cindy Bassage
Email: clbassage@comcast.net
9626 - 57th St. Ct. W.
University Place, WA 98467

Legislation & Public Policy

Chair: Martha Curwen
Email: martha.curwen@gmail.com
2801 N Puget Sound Ave.
Tacoma, WA 98407

Membership

Chair: Nancy Burdick
Email: nancy.burdick@comcast.net
2734 Marine Drive
Bremerton, WA 98312

WHRC

Chair: Lynn Cline
Email: lynncline1211@gmail.com
17308 - 20th Avenue E
Spanaway, WA 98387

Fundraising

Chair: Chris Kamps & Kim Skagen
Email: send to daiziedot@yahoo.com
12100 SE Triviere TRL
Port Orchard, WA 98367

GFWC-Washington State Narrative Reporting Form – 2024

Club Name _____ # Members _____

Reporting Area _____ # Projects _____ Hours _____

\$\$ Donated _____ In-Kind \$\$ _____ \$\$ Spent _____ \$\$ Raised _____

Narrative:



GFWC-Washington State 2024 Statistical Form

Club: _____ **# of Members** _____

GFWC Special Programs	# Projects	Hours	\$\$ Donated	\$\$ In-Kind
Domestic & Sexual Violence Awareness & Prevention			\$	\$
Advocates for Children			\$	\$
GFWC Community Service Programs	# Projects	Hours	\$\$ Donated	\$\$ In-Kind
Arts & Culture CSP			\$	\$
Civic Engagement & Outreach CSP			\$	\$
Education & Libraries CSP			\$	\$
Environment CSP			\$	\$
Health & Wellness CSP			\$	\$

GFWC Advancement Plans	# Projects	Hours	\$\$ Spent
Communications & Public Relations			\$
Leadership			\$
Legislation & Public Policy			\$
Membership			\$

	# Projects	Hours	\$\$ Raised
Fundraising & Development			\$

	# Projects	Hours	\$\$ Donated	\$\$ In-Kind
Women's History and Resource			\$	\$

	Hours	Books Read
Epsilon Sigma Omicron (ESO)		

# Projects	Hours	\$\$ Donated	\$\$ In-Kind	\$\$ Spent
		\$	\$	\$

Totals (for fun knowledge only)



GFWC-Washington State 2024 Statistical Form page 2

Club: _____ **# of Members** _____

Each State Federation President provided a completed Statistical Form and Award Entry Form that included statistics and descriptions of projects with the GFWC Affiliate Organizations. Such statistics and descriptions were included in the appropriate GFWC Special Program or Community Service Program according to the intent of the project. You are asked to pull all statistics related to projects with each Affiliate Organization and enter them in the designated line below. This information is being gathered to gain the full scope of our work with Affiliate Organizations at the International level and will be shared with each to demonstrate service by GFWC Clubwomen.

GFWC Affiliate Organizations	# Projects	Hours	\$\$ Donated	\$\$ In-Kind
Alzheimer's Association			\$	\$
Canine Companion for Independence			\$	\$
Heifer International			\$	\$
Hope for Justice			\$	\$
March of Dimes			\$	\$
Operation Smile			\$	\$
St Jude's Children's Research Hospital			\$	\$
US Fund for UNICEF			\$	\$
U N Foundation (Shot@Life Campaign)			\$	\$