**GFWC of Massachusetts Junior Membership**

**Report Writing News – 2023 Reports Due in January 2024**

**REPORTING MADE EASY - JUST ATTACH AND SEND VIA E-MAIL!**

The electronic reporting continues to be a huge success. Thank you to all of the club leaders or sending them in. We are asking you to follow the guidelines below to ensure success again this year.

These instructions can be found on the [**www.gfwcma.org**](http://www.gfwcmajuniors.org) website, under the Junior Membership tab, along with all of the forms you will need to submit your club reports. Each club will need to download each form and then save it for your club (note the year will be 2023 since that is the year you are reporting on – don’t use 2022).

The forms are:

* Clubstatistical2023\*\*
* ClubDomesticViolence2023
* ClubAdvocates2023
* ClubArts&Culture2023
* ClubCiviEngagement&Outreach2023
* ClubEducation&Libraries2023
* ClubEnvironment2023
* ClubHealth&Wellness2023
* ClubCommunicationPR2023
* ClubLeadership2023
* ClubLegislationPP2023
* ClubMembership2023
* ClubWHRC2023
* ClubFundraising2023

 \*\*this form is fillable with your club information – make sure to save it first to your computer.

* When you download the file, use Save As and replace the word Club in the filename with your club name. For example, Arts&Culture for GFWC Marlborough Junior Women’s Club would be: MarlboroughArts&Culture2023
* The Club Statistical Form filled out in its entirety is a MUST. All club Presidents are responsible for submitting the form. This form gives GFWC all the facts needed to complete the organization’s work and ability to work with partnerships and legislation. It also really helps the Massachusetts President and Director of Junior Clubs to write their reports and show what great work we accomplish!
* The Club Statistical Form has a dedicated line for each Affiliate Organization where you would report your information. Although you can’t report a specific project or program in more than one area, you CAN report a project done under a Community Service Program and also report it with an appropriate Affiliate Organization. Here is an example: your club made 25 mask straps to send to St. Jude Children’s Research Hospital. You would report the number of members, number of hours and the in-kind donation in Health and Wellness and in the GFWC Affiliate St. Jude Children’s Research Hospital line of the Statistical form. Please note if you only include a total for projects and hours and don’t write up reports, please list the details for Affiliate Organizations in the appropriate line and remember to include End of Year donations made to Affiliates.
* Each of the GFWC Special Program, GFWC Community Service Program, and GFWC Advancement Plan forms have the heading needed for that specific area printed at the top of the page. If your club has done anything or made any donations to that area, a report form needs to be submitted even if you don’t have a narrative to submit. The only time you don’t need to submit a report form is if your club did *absolutely nothing* at all in that area and is leaving that area *blank* on the overall statistical form.
* Club Reports are due no later than Sunday 1/21/24 at 11:59 pm. The email you will be sending your club reports to is: **GFWCJRMAreport@gmail.com**. The timeframe to send your reports is from 1/14/24 to 1/21/24 (Monday ~ Sunday). That email account will only be monitored during that time. Clubs can only submit each report ONCE. You will receive back a confirmation email as to what report was submitted within 48 hours of submission. If you DO NOT receive a confirmation, then it was not received and will need to be sent again.

For the 2023 reporting period, Director Marisa Jablanski will be in charge of checking email/sending confirmation as well as compiling the reports. If you have any questions doing reports or how to send them, please contact her at mjabo115@yahoo.com.