

EDUCATE ~ ENGAGE ~ EMPOWER

CLUB GUIDE TO REPORTING

TIPS

SP – Special Programs (2)
Domestic and Sexual Violence
Awareness and Prevention |
Advocates for Children

CSP – Community Service
Programs (5) – Arts and Culture
| Civic Engagement and
Outreach | Education and
Libraries | Environment | Health
and Wellness

AP – Advancement Plans (6)
Communications and Public
Relations | Leadership |
Legislation/Public Policy |
Membership | Fundraising |
WHRC

Report Writing should happen
all year long, as soon as the
project is complete is the time
to start the report.

Assign one member, or a
reporting team to track all
activity and collect reports.



GFWC
est. 1890
**GENERAL FEDERATION
OF WOMEN'S CLUBS**
MASSACHUSETTS

created by J. Nowak ~ 2025

PREPARING CLUB REPORTS | AWARD ENTRIES

Dollars Donated – is when funds are spent from your **club account**.

In-kind donation – reflects the monetary value for goods provided to programs/projects by your club or members including cash, gift cards, or merchandise.

Value of gently used merchandise – see **in-kind donation guide** on Report Writing Tab of the GFWC MA website.

Each club can write up to 4 projects in each area, and use up to 2 pages. Each area has its own report form – all forms can be downloaded from the GFWC MA website.

Projects done for GFWC Affiliate Organizations should be added to your SP or CSP reports. Use the statistical form to identify by Affiliate the activity your club did.

WHAT THE JUDGES ARE LOOKING FOR

Projects are judged on CREATIVITY and IMPACT. Judges look for new and different projects or unique ways that a project was handled. Some simple changes can make a huge difference. Did technology share in the success? Tell us what made a difference.

Make sure to tell the full story. Be descriptive with the details.

Share how many people were impacted. How many clubwomen participated? Did you work with other organizations?

Start each project write up like this:

Project Name - # members, # hours, \$00 donation, \$00 in-kind donation Followed by a paragraph, include the full club name in the write up. These should be written up in third person. Do not add people's names, use their titles (e.g., the Club President reached out). Give full details in the paragraph.

Be realistic with volunteer hours and in-kind donation values.

Name your project – use a fun eye-catching title, many times those projects catch the judge's eye.

DEADLINE TIMELINE

EVERY Club must complete the **GFWC MA Club Statistical Form**

Junior Membership Deadline: 1/11 – 1/18/2026 (online entry)

Questions: Beth McKeon ~ Director@gfwcma.org

Women's Clubs Deadline: 1/31/2026 online (preferred) or mailed

Questions: Elaine Brickman ~ aelainebrick@gmail.com