**GFWC of Massachusetts Junior Membership**

**Report Writing Information for Reporting Year 2023**

The report-writing season is here! Below is some information regarding how to go about taking care of your reports, as well as some helpful examples of a project write up.

There are a total of 13 reports and 1 Statistical Form we would like to receive from each club:

 **Special Programs (SP) ~** Domestic and Sexual Violence Awareness and Prevention, and Advocates for Children

 **Community Service Programs (CSP) ~** Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness.

 **Advancement Areas (AA) ~** Communications and Public Relations, Fundraising, Leadership, Legislation/Public Policy, Membership and WHRC.

The guidelines, documents, and deadline information you will need can be found on the gfwcma.org website. Look for the Report Writing page under the Junior Membership tab.

Each community **SP**, **CSP**, and **AA** has its own document, when saving the file on your computer, rename it with the specific **SP**, **CSP**, and **AA** name and add your club name.

Now it’s time to fill out your club data. Fill out the grid at the top by using the same figures as the statistical sheet. Under that grid, you have the option to write a detailed description of up to four projects you did in that area. Here is one example of how more details can really tell your story:

#1 ~ Anytown Junior Women’s Club held our annual Halloween costume parade for the elementary school. Many children showed up and families donated canned goods to the local food pantry. We gave out prizes to winning costumes and sent in an article to the newspaper afterward.

#2 ~ Anytown Junior Women’s Club held its annual Halloween costume parade for the Anytown Elementary School. Over 40 families showed up and participated. Families brought canned goods for the food pantry. Prizes were awarded and a press release went to the newspaper following the event with pictures. 6 members spent 4 hours preparing and executing this event.

#3 ~ **Halloween Costume Parade – 6 members/24 hours/68 items donated ($98 in kind)**

GFWC Anytown Junior Women’s Club held its Annual Halloween costume parade for the Anytown Elementary School, with over forty families in attendance. To participate in the parade, families were encouraged to bring a donation to the school’s food pantry. AJWC was proud to deliver over 68 items to the food pantry the following week. When prizes were awarded to the winning children, pictures were taken, and a press release was then drafted and sent to the town newspaper for publication.

***For questions on Junior Membership reports reach out to: Marisa Jablanski, Director@gfwcma.org.***

***Submit your Junior Membership reports (due: 1/14/24 - 1/21/24 by 11:59pm) to: GFWCJRMAreport@gmail.com***

*Your officers know how hard you club ladies work for your communities. However, you need to tell us what you do so we can tell your sisters throughout the country and have your efforts acknowledged. We can’t wait to read about the wonderful things you did for your community!*