

We will continue with last year's system for report writing.
We hope to continue making reporting easier.
To download a copy of these directions, [click here](#).



REPORTING YOUR CLUB ACTIVITIES

Reporting tells the history of your club and ultimately the history of our state. Statistics are compiled at the national level allowing GFWC to receive grants and partnerships with national organizations.

We have worked hard to make Report Writing easier, aligned with the information GFWC needs.

THREE BASIC STEPS for writing CLUB REPORTS

1. **Complete the GFWC Statistical Form:** All Club Presidents are responsible for submitting the GFWC Statistical Form for their club in January of each year, a 2 page form summarizing volunteer hours and donations for club projects from the previous year.

*Click here to download the **GFWC Statistical Reporting Form**.*

2. **Attach any Project Report Forms:** Clubs are encouraged to submit Project Reports using the simplified **Project Report Form** provided by GFWC MA. This asks for a brief paragraph describing ONE specific project including statistics for that project. We want to hear about your club favorites, new projects tried, or a project that shows your club's creative side. **NOTE: Clubs may submit up to 3 Project Report Forms per Program or Advancement area** (e.g., Arts, Education, Home Life, Fundraising). No back up is needed - no newspaper articles, no pictures, no program booklets.

*Click here to download the **Project Report Form**.*

*Click here to view a **Sample Project Report** using the Project Report Form.*

3. **Send copies of your club reports** (GFWC Statistical Form and Project Report Forms) postmarked by **January 31** to:

- Your District Director, and
- Headquarters Secretary at HQSecretary@gfwcma.org
Or mail to GFWC MA Headquarters, P.O. Box 679, Sudbury, MA 01776

❖ **Do** compile and use **ALL of your club activities** for the **TOTAL** statistics you report on the **GFWC Statistical Form**.

❖ **Do** report separate club projects on separate Project Report Forms.

❖ **DO** keep a copy of your reports for your club records.

Please:

❖ **Do not** write one long report with all activities; information is difficult to decipher.

❖ **Do not** send reports directly to GFWC in Washington, D.C. All club information goes to your state.

❖ **Do not** report a project in more than one program area. (Example: A human trafficking donation may be included in Public Issues or Domestic Violence report, but not both.) Use your best judgment as to your club's purpose for doing the project.

❖ For questions regarding report writing, contact Donna Shibley, GFWC MA 1st Vice President, dmsibley@gmail.com or 413-519-1845 (C)

or GFWC MA Headquarters, HQSecretary@gfwcma.org or 978.443.4569.

Good luck with your reporting!