

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 affiliations 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 MA Club Statistical Form:** All Club Presidents are responsible for submitting the GFWC MA Club 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.
  - 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., Education and Libraries, Fundraising). No back up is needed - no newspaper articles, no pictures, no program booklets.
  - 3. Send a copy of your club reports** (GFWC MA Club Statistical Form and Project Report Forms) postmarked by **January 31** to:
    - Headquarters Secretary at [HQSecretary@gfwcma.org](mailto: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 MA Club Statistical Form**.
  - ❖ **Do** report separate club projects on separate Project Report Forms.
  - ❖ **DO** keep a copy of your reports for your club records.
  - ❖ **DO NOT** include photos, fliers used to promote your project/program.

### Please:

- ❖ **Keep track** of club projects and programs; click [here](#) to view a suggested club project reporting form to be used after each club project/program.
- ❖ Keep track of **Affiliate** projects/programs statistics (these statistics should also be included in the SP, CSP, and/or AP areas) Click here for more information. ~ to be updated soon
- ❖ For **In-kind donations guide** click [here](#).
- ❖ **Ask** for help if needed!
- ❖ **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 specific project or program in more than one program area. (e.g., a human trafficking donation may be included in Civic Engagement and Outreach or Domestic Violence, **but not both**.) Use best judgment as to which Community Service Program area your club chooses to report in thinking of your club's purpose for doing the project.
- ❖ **NEW!!!** You CAN report the same project in **both** a Community Service Program area and an Affiliate Organization (e.g., your club made 25 mask straps to send to St. Jude Children's Research Hospital for 7 members/25 hours, in-kind donation \$25. This should be reported in **Health and Wellness** for 7 members/25 hours, in-kind donation \$25 **and** in the Affiliate Organization **St. Jude Children's Research Hospital** for 7 members/25 hours, in-kind donation \$25.)

For questions regarding report writing, contact Jen Nowak, GFWC MA 2nd Vice President, 413.596.5504 | [jwnowak@charter.net](mailto:jwnowak@charter.net)

Good luck with your reporting!