We hope to continue making reporting easier.

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

➢ **Complete the GFWC MA Club Statistical Form:** All Women's and Junior Membership 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.

➢ **Attach any Project Report Forms:** All Women's and Junior Membership Clubs are encouraged to submit Project Reports using the **Project Report Form** provided by GFWC MA. This asks for a descriptive paragraph (written in third person) describing up to FOUR specific projects for each Special Program, Community Service Program or Advancement Plan including statistics for that project.

Each project heading should mirror this sample:

Providing Period Poverty Relief ~ 35 members, 78 hours, $100 spent, $720 in kind

We want to hear about your club favorites, new projects tried, or a project that shows your club's creative side. Use the fillable Project Report Forms available on the GFWC MA website.

➢ **Send your club reports** (GFWC MA Club Statistical Form and all Project Report Forms)

- **Woman's Clubs** postmarked by **January 31 to**:
  - Headquarters Secretary at headquarters@gfwcma.org (preferred method)
  - Or mail to GFWC MA Headquarters, P.O. Box 679, Sudbury, MA 01776
  - Verification Email will follow
- **Junior Membership Clubs email** by **January 15, 2027**
  - Email to: ecy@mit.edu

Important reminders:

- **Do** compile and use **ALL of your club activities** for the **TOTAL** statistics you report on the **GFWC MA Club Statistical Form**.
- **Do** report up to four club projects on each SP, CSP and AP Project Report Form.
- **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 **Affiliate** projects/programs by highlighting them in the SP, CSP, and/or AP area where they are reported
- For **In-kind donations guide** click on the link on the GFWC MA website.
- **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.

Ask for help if needed! For questions regarding report writing, contact:

Alicia Sheridan, GFWC 2nd Vice President | 757-285-8608 | aliciasheridan01@gmail.com

Elizabeth Young, GFWC Director of Junior Clubs | 508.733.1350 | ecy@mit.edu

Good luck with your reporting!