

# EDUCATE ~ ENGAGE ~ EMPOWER

## STATE LEADERS GUIDE TO REPORTING

### TIPS

Think of how the project made an impact.

Was it Innovative – new ideas, new technology, with new approaches?

How efficient was the project, or was it a lot of time and energy for low return.

When selecting the winning projects, if your own club is in consideration, ask the Dean of Chairman to review the choices with you.

Please note the projects bringing in the most money aren't necessarily the winning project.

All Chairmen are responsible for writing and submitting a yearly activity report. (e.g., what did you do as State Chairman to promote your area?)



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

Created by J. Nowak ~ 2024

### RECEIVING CLUB REPORTS | AWARD ENTRIES

Read all the reports and make sure they fit your judging area.

Review to have full correct club name (as written in the GFWC MA Manual) and contact person.

Be aware of the deadline schedule provided to Chairmen.

Do you think a project sounds interesting, but you don't have enough on the written report? Then call the contact person and interview her. Ask the questions to fill in the blanks – who, what, where, why, and when. Don't miss a winning project just because it wasn't written up with enough descriptive details.

### JUDGING THE ENTRIES

These are judged on CREATIVITY. Look for unique ways the project was handled, was there a new way to promote the project, or did you say *"that's a great idea"* when you read the report.

Think of how many people were impacted and how many clubwomen participated.

The **Top 10 Creative Project** list is created using both Junior Membership and Women's Clubs projects. The deadlines vary between the groups, so the March 15<sup>th</sup> deadline to GFWC is met. However, there are many steps in the process to achieve this goal.

As a chairman you are responsible for writing each project to be recognized in the format provided by the state. These projects must be written in third person. It is your duty to make the necessary edits to ensure our entries are formatted correctly. If needed add a fun name for each project.

Put projects in order, #1- the best project with high creativity and community impact to #10 - a good project with a lesser impact.

The #1 project on the Top 10 List will be the GFWC Massachusetts State Award Entry for **Most Creative Project**. This project should have a separate sheet with a more in-depth written narrative.

### AWARD PRESENTATION AT GFWC MA ANNUAL CONVENTION

**Women's Clubs** ~ announce up to 2 winning projects per category.

**Junior Membership** ~ announce 2 special recognitions, 1 overall winning project per category.

**Annual Convention** is tight on time, be prepared with a brief 1-2 sentence recap of the winning projects ~ DON'T read the full entry.