



GFWC-Mississippi Federation of Women's Clubs, Inc.

GFWC-MFWC Report Cover Sheet

2016-2018 Administration, Reporting Year 2017, Club Year 2016



Instruction for Completing the GFWC-MFWC Report Cover Sheets

1. Use one report cover sheet for each project, program and/or special emphasis.
2. Reports must be postmarked by February 1st 2017.
3. Reports should cover activities from Jan. 1st through Dec. 31st, 2016.
4. Cells that are shaded out indicate areas which do not pertain to the respective organization and should not be filled in.
5. The President's Special Project (PSP) **"EXPRESS Yourself! Art"** and the two MFWC Special Emphasis, State Institutions and Mississippi Public Broadcasting, have their own report forms; however, clubs will still need to complete one Report Cover Sheet for each of these when submitting reports.
6. Cross-reporting is not allowed **with the exception** of three areas.
 - President's Special Project (PSP) can also be reported under Arts
 - State Institutions can also be reported under Home Life (State Hospital) or Education (State Schools for Deaf and Blind)
 - Mississippi Public Broadcasting can be cross-reported under Education
7. Mail one copy of each report to:
 - a. Sherri E. Reid, GFWC-MFWC Vice-President, 542 Leeville Road, Petal, MS 39465 (MFWC Report Cover Sheets, up to 2 pages of narratives per GFWC Special Project, CSP, AA and MFWC Special Projects and up to 3 pages of supporting materials per GFWC Special project, CSP, AA and MFWC Special Projects)
 - b. Tinker Forrester, GFWC-MFWC President, 5257 MS Highway 15, Ackerman, MS 39735 (MFWC Report Cover Sheets & Narratives only. Do not send supporting materials)

DEFINITIONS

Community Service Projects (CSPs) are the programs and projects members initiate and participate in to serve your communities— they do not include statistics that relate to GFWC Partners.

Partnership Projects are the organizations listed within each GFWC Program and Special Project area with whom GFWC has established a formal relationship and mutual understanding.

Number of Projects is the numerical account of the programs and projects initiated and participated in by the clubs in your Club.

Volunteer Hours is the amount of time that members worked on club approved programs and projects.

Dollars Donated is the monetary amount given to programs and projects.

In Kind Donations reflect the monetary value for goods provided to programs and projects.

Dollars spent are costs incurred by members and clubs to achieve Advancement Area goals.

Dollars raised reflects the dollars earned from fundraising and development programs and projects.