



GFWC-Mississippi Federation of Woman's Club, Inc



Date: January 2018

To: All GFWC-MFWC Clubwomen

From: Sherri E. Reid, GFWC-MFWC Vice President

Re: GFWC-MFWC Reporting

Why Do We Report?

- Reports are a “diary” of the club’s activities during the year, giving members a picture of the achievements of the group and the accomplishments of individual members.
- Reports are the heart and soul of a club’s history, reflecting the concerns and interests of club members at a particular point in time.
- Reports are the basis of a publicity campaign, illustrating what the group is doing at the moment.
- Reports help future club member’s plan activities, knowing what was or was not successful in the past (Keep your reports and have them available to members for the years to come.)
- Reports are useful for membership recruitment efforts, allowing potential members to gain a realistic picture of the club’s purpose.
- Reports are necessary to compete for recognition and awards on the district, state, and international levels of GFWC.
- Reports provide critical statistical information to help GFWC represent the membership to national policy makers.
- Reports assist clubs when writing grants as they provide the history of the club’s activities that is needed.
- MISSISSIPPI reports to keep our Headquarters, our legacy for future members!!! Member's volunteer hours are reported to the state of Mississippi as in-kind payment for the lease of the property.

Reporting Guidelines

- Activities listed in GFWC programs/projects should be reported in the appropriate program/project area.
- Activities not listed in GFWC program materials should be reported in the program/project area which most closely relates to the activity.
- Use the required MFWC 2016 - 2017 Report Cover Sheet located at http://www.gfwc-mfwc.org/GFWC_MFWC_Forms.html.
- **Complete** the top of each page of the Report Cover for **EACH** Report.
- Annual reporting period is January 1 through December 31.
- Money donated or given in cash or check are to be counted as donated money.

Informing Minds ... Inspiring Hearts – 2016-2018 PSP: EXPRESS Yourself! Art

*Sherri E. Reid, GFWC-MFWC Vice President ▪ 542 Leeville Road ▪ Petal, MS 39465
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- Items donated, cakes baked, shirts sold, ingredients bought for items cooked - will be itemized and considered In-Kind donations.
- 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.
- Narrative descriptions should support statistical information provided on Statistical form and describe the program/project.
- Report hours spent by each member in approved club programs/projects ONLY.
- Narratives are optional but greatly increase chances of recognition.
- Narratives may not exceed 2 pages typewritten and supporting information of 3 pages.
- Reports must be **postmarked** on or before February 1 in order to be eligible for judging.
- Mail one copy of each report to:
 - Sherri E. Reid, MFWC VP, 542 Leeville Road, Petal, MS 39465 (MFWC Report Cover Sheets, up to 2 pages of narratives and up to 3 pages of supporting material)
 - Tinker Forrester, MFWC President, 5257 MS Highway 15, Ackerman, MS 39735 (MFWC Report Cover Sheets & Narratives only. Do not send supporting materials)

Cross Reporting

Cross-reporting is not allowed with the exception of these 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**
- If fundraising is a result of a project reported under a CSP, Advancement Area, or Special Project other than fundraising. Example: A golf tournament was sponsored by the club with funds being raised for a specific charity (shelter) and this project was reported under GFWC Signature Project Domestic Violence Awareness and Prevention. Since "Dollars Raised" is not an option under Domestic Violence, it can be listed on the Statistical Form under Fundraising ONLY as "Dollars Raised". The hours can NOT be counted a second time. A narrative report on this project can NOT be included under Fundraising and Development.

Writing Narratives...

- The main thing to remember when writing narrative reports is to STATE THE FACTS to include the following information:
 - * Who you are
 - * Where you did it
 - * How much it cost
 - * What you did
 - * Why you did it
 - * How long it took to do it
 - * When you did it
 - * How you did it
 - * How many benefited from it
- Reports should cover activities from January 1 through December 31. Individual members can not include activities other than those adopted by the club as projects.
- Report hours that were spent only on club-adopted projects/programs. Describe how the time was used—include planning, implementation, results, and evaluation. You may not report travel time to regular meetings, but you can include travel time when connected to projects.
- Include the total number of people participating on a project, but specify how many were club members and how many were non-club members. It is very important to include the number of people who were the recipients of the services provided.

- Report all money that was raised and/or donated for club programs/projects. Estimate the value of in-kind gifts. Remember to include disbursements made by members.
- Be specific in reporting projects involving GFWC partners.
- Volunteer hours spent attending state, district, regional, or GFWC meetings/conventions may be reported under Leadership. Expenses incurred may be reported too. If your club is host of one of these events, you should report your preparation time and all expenses.
- Narrative reports may not exceed 2 pages and must be typed.
- When a club completes a program/project, the chairman should immediately document the facts to retain the accurate information. Make sure to get members statistical information on a routine basis. This can be accomplished by having a Member Record Form, Spreadsheet, or any system which works well for clubs.
- Share the work in writing reports. A one-day session with a salad and soup lunch can get all of the work done if a committee of five or six get together to compile the information provided by the chairman. Writing reports can be a wonderful leadership development experience; it's a big job when left to one or two members.
- Judging criteria will be based upon the community or club impact of the projects submitted.
- Club Creativity Awards are based upon the creativity of a project.

Tips for a Narrative Report

A good narrative report will include the following...

- A brief description of the project.
- Any other groups that the club partnered with, including local government, other service groups (Kiwanis, Elks, etc.) and other nonprofit organizations.
- How monies were raised. Community donation? Did the club hold a bake sale or a home tour? Explain.
- Specific numbers not requested on the Reporting Statistical Form
- Anything else the club deems necessary and/or members would like others to know about the project.
- Write a good lead sentence, one that attracts interest from the reader.
- Make sure to use correct grammar, spelling, and punctuation.
- Use interesting phrasing.
- Use complete sentences, not just bullets and fragments.

What NOT to include...

- The kinds of bakery goods sold at the bake sale, etc.
- "Filler" words to describe the project.
- "Big" words or elevated language; avoid jargon and acronyms.
- Needless words.

Any Questions?

My job is to answer ALL your Questions.

And to help each Mississippi Federated Women's club to report!

Sherri E. Reid, MFWC VP

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