



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

## GFWC-MFWC Report Cover Sheet

2022-2024 Administration, Club Year 2023, Reporting Year 2024



### 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 1, 2024. Please note: if the postmark deadline falls on a Sunday or Holiday, the application/form must be postmarked prior to postmark date.
3. Reports should cover activities from Jan. 1<sup>st</sup> through Dec. 31<sup>st</sup>, 2023.
4. Cells that are shaded out indicate areas which do not pertain to the respective organization and should not be filled in.
5. 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) should be reported under Education
  - State Institutions can also be reported under Health and Wellness (State Hospitals) or Education (State Schools)
  - Mississippi Public Broadcasting can be cross reported under Education and Libraries
7. Mail three (3) copies of each report to:  
Meri F. Newell, GFWC-MFWC Vice-President, 533 Leeville Road, Petal, MS 39465 (MFWC Report Cover Sheets, up to 3 pages of narratives per GFWC Special Programs, CSP, AP and MFWC Special Projects and up to 3 pages of supporting materials per GFWC Special Programs, CSP, AP and MFWC Special Projects)
8. Mail one (1) copy of each report to:  
Theresa Buntyn, GFWC-MFWC President, P. O. Box 355, Decatur, MS 39327 (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 their communities.

**Affiliate Organizations** are the organizations listed within each GFWC Program 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 members 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.