



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

GFWC-MFWC Report Cover Sheet

2024-2026 Administration, Club Year 2024, Reporting Year 2025



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 submitted by email on/or before 11:59 p.m. on February 1, 2025.
3. Reports should cover activities from Jan. 1st through Dec. 31st, 2024.
4. The President's Special Project (PSP) "Big Hearts...Little Feet" 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.
5. Cross-reporting is not allowed **with the exception** of three areas.
 - President's Special Project (PSP) can also be reported under GFWC Juniors' Special Program: Advocates for Children.
 - 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
6. Email club reports to Michelle Sutton, GFWC-MFWC Vice President at mcsutton5@yahoo.com, and Dr. Carolyn S. Tedford, GFWC-MFWC President at carolyntedford@outlook.com. Be sure to include a cover sheet, narrative, and supporting material for each area reported. You may include 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.

DEFINITIONS

Community Service Projects (CSPs) are the programs and projects members initiate and participate in to serve their communities, including projects with GFWC Affiliate Organizations.

Affiliate Organizations are 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 the clubs in your State.

Volunteer Hours are 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 of goods provided to programs and projects. Please refer to the GFWC In-Kind Donation Guide for an estimated value of commonly donated items at www.GFWC.org.

Dollars spent are costs incurred by members, clubs, or State Federations to achieve Advancement Plan goals. .

Dollars raised reflect the dollars earned from fundraising programs and projects.