

## Creative project for each chair

Each reporting chair must pick out **one project** that is their **best project** of all the reports.

It has it's **own GFWC Cover sheet!**



You have **one page** to rewrite this project. Fill up that one page. You may call the club & ask questions about the project. Do not tell them why. I know that sounds silly.

The **first paragraph** is about the **city the club** is in. Look them up on google. Make it interesting!

Second & third paragraphs are about the project. Remember to tell us in the report who the project serves, who does it help in other words. Why did the club choose to do this project? Does it have a special meaning? Does it help a lot of people or a special group of people? Is it for kids? How much does it cost the Club? Is the cost all in-kind or both? How many members really work on this project? Does it help members or the public?

A **closing statement** would be grand.

## California Federation of Women's Clubs



## Report Writing 101 2020-2022

## Let's define what a Report is:

For GFWC California Federation of Women's Clubs the Reports that we will talk about here are the end of calendar year documents each Club or District write information for others about their Club, their District & State projects or what they did that calendar year.

It is the Club or District blue print of a project.



It is your Club or District History.  
Don't clean these reports out or don't throw them away.

The last things the Reports you write do are to give you & your Club a place to brag, show others how to do your successful projects & also prove to the IRS you do charitable projects.

We have discovered you can write the report in **Font 10**. I would use **Calibri**. It is clear & easy to read. If you don't have enough to fill the page with 10 font use a bigger font.

The **third page** is where you report everything you have done. **Speeches on Zoom**, the "**Meet the Chairs**" & explain what was. If you were the chair for this same area last term include everything you did last term. If you were not, **contact the last term chair** & ask them what they did. If they don't want to write anything. Call them on the phone & take notes. If you did anything at the **Area meetings** put that in this part of the report. If you have **given a report at a zoom board meeting** include that. If you **wrote an article for CA Club Woman**. Anything you did like making **fliers or tri-folds** goes in this part of the report. **Quick Bytes, Hot Topics** should also be here & explained.



These three pages make up your GFWC Chairman's Report.

## State Chairmen Reports for GFWC

This report is **very stylized** & must be written the **way GFWC wants** it or you will be disqualified.

**You must** have a **cover sheet** sent by GFWC to Pam Ament & Barbara Briley Beard. This will be coming out soon.

You must put a **header on each page** with your States legal Name which is **GFWC California Federation of Women's Clubs**.

The area of the report like Fundraising, the year 2020, your name, address, telephone numbers, email address, what each page is such as club projects or state activities.

The report may be only **three (3) pages** long. The first two pages are eight to ten club projects. That you believe are the best of the year.

When writing these **club projects** you must have the Club name, the **correct name** & the correct **number of members** as listed in our Yearbook. Write as much as you need to **clearly explain the projects**.

Some one not familiar with our clubs & projects must be able to understand what the club did. These will be used to make the top ten project for each area. Remember this part is the **first two pages**, number them one & two in the top in the header if you can.

## General tips for all Reports

Use the current forms on the website, no other forms will be accepted by the CFWC Chairs.

Use your proper /real Club or District name on all report documents.

Use a clear & readable font, no smaller than 11 & as big as you want.

Use the normal margins set in most computers, sides, tops & bottoms.

No handwritten reports will be accepted.

Fill the top of the form out completely.

No photos are allowed in the reports except CIP.



Make as many copies as required by your District if you are using paper copies. Two copies to the CFWC Chairs, is nice.

It is the **Clubs choice** to use electronic filing or not. It is not up to the Districts to decide.

The CFWC deadline is February 15th

## Learning best practices

I hate to have to write this but be honest, honesty is always the best policy.

Just because you can do something doesn't mean you should. Some things are in poor taste & will always be in poor taste.



It is okay to tell us that the project failed. This year might have projects scheduled & rescheduled several times, write that in the report & tell us that & what work you did on the project anyway.

Remember you are telling someone who may not know anything about club work about your project. Tell a complete story with a start, middle & a finish.

Write for the reader, not for you.

No jargon, NO Initials, they did teach you in English class it was okay but please, imagine your are reading 40 to 50 reports with TWC or TVWC or variation of that. It stops making sense after a while.

## Handy items to use to write your reports

**Your club minutes**– they tell you what was done at meetings.

**Committee minutes**– what was done at these meetings.

**Financial reports**– were you sent donations to is really important for reports.

**Newsletters**– has photos of your members doing thing & reports about projects.

**Old reports**– shows how you did projects & what you reported last year on a multi-year project.

**Any member logs** -with hours & projects.

**Any correspondence** -for organizations thanking you or state & district.

**Look at**– Facebook & your website to remind you of projects.



## Affiliate Data Form

This form is for all the Clubs & Districts to fill out for the work that each one has done with our affiliate organizations. We called them Partners in the last term.

So if you donate \$100 to Canine Companions it goes on this form as well as in your report narratives & on your statistical form if you did something special to get that \$100. GFWC needs to report our work with these affiliate organizations back to the Affiliates. It lets the affiliates know that the time & money spent with us is worth it.

Yes, the same information can be put in 3 places.



## Statistical Form

This has changed a bit. But everything should be there. Remember the names changed. Email both forms directly to your CFWC First Vice President & your District President. Just like it was done last term & the term before. The forms are fillable & can be found online at [cfwc.org](http://cfwc.org)

Instead of initials here is a list of substitutes:

The easiest and best are the Club, us, we, the team or the members. More to vary your reports are: our group, the craft unit or group or division, the night section, our section, our department. You get the idea. Why don't you want to use jargon because the root of the word is "JAR" it jars the reader. Who are you writing for— the reader who may not understand your jargon. This is one of the most important ideas in this booklet, who you write your reports for— someone else .



Never use a \$10 word when a \$2 word will work just as well. My old boss used to say this all the time. What was he really saying. Make your writing easy to understand for every reader. Don't show off your College education. We have all heard that before, don't be a show off. Use the smallest word that gets your point across.

# REPORTING

There are several way to organization the writing of your report. Old fashion is the who, what, where, when & how method. It sounds easy, it is not. It does not tell you a organizational method or what goes where.

I like "Time-Lines" and "How To's" better. They organize themselves by their very nature.

Here an example of a timeline.

1. The club voted to do a zoom Tea Party.
2. The president asked for volunteers & 5 ladies volunteered with one as a chairman.
3. The first meeting was right after that zoom Club Meeting.
4. We decided what needed to be done before the next committee meeting & each lady was give a job to be completed by the first committee meeting set for a week away on zoom.

This is a little silly but it gives you the idea. First we did this, then we did that & so on. So if I am from an other club & asked how you did your project you could send me a copy of your report.

## A "How To" Report

At our club meeting we finally decided to get our roof fixed. We needed to call some roofers to get estimates.

A committee was chosen of three ladies to do this. There instruction where to get three estimates from different Roofers.

Each member went home & either by computer or telephone found a Roofer & had them out to the club house to get an estimate.

We did tell each one we were calling other Roofers for estimates.

The Club now has the three estimates & our Chairman gave a report.

We have saved enough money to pay the \$20,000 for the new roof.

These methods are pretty close but they are both easy to follow & the actions of the club members are clear. Nothing is left out. You can make them as long or short as you want but a Time- line is generally shorter.

