

## **GFWC/CT CLUB REPORTING FORM INSTRUCTIONS**

### **NARRATIVE FORM (please note: you will be filling out a separate narrative form for each community service program and partnership for which you are reporting):**

1. Enter your club name, district, club president, telephone number and email address on the original template. Then, when you open the template, you will not have to enter that information each time.
2. The 1<sup>st</sup> line of the form is a drop down box. When you select the GFWC program, it will automatically place the program name on the 2<sup>nd</sup> page.
3. The 2<sup>nd</sup> line contains boxes to check. Select one.
4. The 3<sup>rd</sup> line is your club's name. This will also automatically place your club's name on the 2<sup>nd</sup> page.
5. Tab through and complete the remaining fields.
6. Enter your narrative on the 1<sup>st</sup> page. When you reach the end of the 1<sup>st</sup> page, you must tab to the 2<sup>nd</sup> page and continue entering your narrative. Please note: your narrative will be limited to these 2 pages.
7. To save your document, you can copy the GFWC program name you selected and paste it into the file name and save. Each Club Narrative GFWC Program must be save as a separate document.

### **STATISTICAL FORM**

1. Enter your club name, district, club president, telephone number and email address on the original template.
2. Once you have completed the individual narrative forms, enter the statistics from those forms onto the summary Statistical Form.
3. Save your document as "Club Statistical Form".