**GFWC/CT REPORTING GUIDELINES FOR CLUB PRESIDENTS – FOR JANUARY 2013**

(HELEN BARAKAUSKAS, 2ND VICE PRESIDENT, 8 NUTMEG LANE, FARMINGTON, CT 06032 barkyhd@aol.com, 860-674-1023)

You’ve done the work! Now it’s time to report on your efforts.

You will be reporting all activities that your club members participated in during calendar year 2012. Please note that only club approved and endorsed activities are to be reported. Individual activities, while important to our communities, are not to be reported.

**REPORTING PROCESS AND TIME FRAME**

The reporting process will be simplified this year:

* Clubs will report only to GFWC/CT (see contact information for Helen Barakauskas above); no reports are to be sent by clubs to GFWC in Washington.
* The same reporting forms will be used whether you choose to report electronically or on paper. Reporting forms will be available on the GFWC/CT website (gfwcct.org) or through email from Helen Barakauskas. Completed forms should be emailed back to Helen at barkyhd@aol.com by January 15. While we encourage all clubs to report electronically if at all possible, paper forms may also be requested from Helen. If you choose to report on paper, you must mail your reports to Helen by January 12 or deliver them at the January 19 Board Meeting (if you report on paper, you must submit 3 copies of your reports).
* The Statistical Form will summarize all of your activities by reporting category. You will no longer need to count the # of members participating in various projects; statistical data to be submitted will include only:
	+ Number of projects
	+ Total volunteer hours
	+ Dollars donated
	+ In kind donations
* In order to be considered for a state or a district award, narratives must be completed for each reporting category. The narrative must be submitted on the appropriate form from the reporting package and is limited to a maximum of 2 pages. We suggest that in your narrative you focus on those projects have had the most impact on your club and your community or that demonstrate your club’s creativity and innovation.

**REPORTING CATEGORIES**

GFWC Special Projects, Community Service Programs and Partnerships and Advancement Areas form the organizational structure that underlies all of the projects in which our clubwomen participate. Every activity, every project that a club undertakes falls under one of the categories.

Clubs frequently have questions about selecting the appropriate category in which to report a specific project. The GFWC Club Manual is the primary resource for determining which project falls under what category. Please refer to the Club Manual as you prepare your reports. If you have further questions, please contact Helen Barakauskas.

Please remember that you may report a project or activity only once. There is no cross-reporting under multiple categories.

Here are some specific tips that may help you determine where to report activities:

* The raising of funds is considered a different activity than the donating of funds. The raising of funds should be reported under Fundraising while donations are reported under the relevant program or project area.
* Participation in the High School Arts Festival should be reported under Arts Community Service Program.
* ESO is reported under Education Community Service Program.
* CT has 3 unique reporting categories. A reporting form is included in your package for each of them:
	+ Laurel Girls State
	+ CT State Project – ABRI, Homes for the Brave
	+ State Veterans Hospitals

**DEFINITIONS**

**Community Service Projects** are the programs and projects your club members initiate and participate in to serve their communities – they do not include statistics that relate to GFWC Partners.

**Partnership Projects** are the organizations listed within each GFWC Program and Special Project with whom GFW has established a formal relationship and mutual understanding. These organizations are listed on the GFWC/CT Club Statistical Form.

**Number of projects** is the numerical account of the programs and projects initiated and participated in by your club.

**Volunteer Hours** is the amount of time that your members worked on club approved programs or projects.

**Dollars Donated** is the monetary amount given to programs or projects.

**In Kind Donations** reflect the monetary value for goods provided to programs and projects.

**Dollars Spent** are costs incurred by members, clubs or State Federations to achieve Advancement Area goals.

**Dollars Raised** reflects the dollars earned from fundraising and development programs and projects.