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**GENERAL FEDERATION
OF WOMEN'S CLUBS**

CONNECTICUT

REPORTING GUIDE 2024

FOR CLUBS

BY NICOLE KARALLI'

Reference: Club Manual 2024-2026, available on <https://www.gfwcct.org> and <https://www.gfwc.org>

Purpose:

These reporting instructions are designed to guide GFWC Connecticut clubs in documenting and submitting their activities and accomplishments for the calendar year 2024. Accurate reporting helps showcase the impact of our work in the community and strengthens our collective voice.

Reporting Period:

January 1, 2024 – December 31, 2024

All reports must be submitted by January 15, 2025.

Who Should Report:

All GFWC CT Clubs are required to submit a report detailing their activities, programs, and initiatives undertaken during the year, using reporting forms provided online or in this guide.

How to Report:

All GFWC CT Clubs are required to submit a report detailing their activities, programs, and initiatives undertaken during the year. Reports should be compiled using the online reporting forms provided or as outlined in the reporting guide.

Each form will specifically request statistical data in a particular category, including **total** volunteer hours and donations.

Please provide a synopsis of projects in each category followed by a detailed 1-2 page report of your favorite project. The project you pick to emphasize is the one the CSP chairs will use to pick awardees in each category. Please pick the project you are most proud of in that category and make sure you include pertinent data such as the impact the project had on the community of your club.

Example of Report

Throughout the year, our club has engaged in several impactful community service projects that have set the standard for local outreach. Below is a brief overview of these projects along with key statistical data:

1. Annual Food Drive

- Duration: January - March 2024
- Volunteer Hours: 120 hours
- Donations Collected: 1,500 pounds of non-perishable food items
- Community Impact:** Supplied food to 200 local families in need during the winter months.

2. Back-to-School Supplies Drive

- Duration: June - August 2024
- Volunteer Hours: 100 hours
- Donations Collected: \$2,500 in school supplies and monetary donations
- Community Impact: Provided supplies for over 300 children in the school district, ensuring they have what they need for a successful academic year.

3. Community Wellness Fair

- Duration: September 2024
- Volunteer Hours: 80 hours
- Donations: \$1,000 raised for local health initiatives
- Community Impact: Reached 500 attendees, offering free screenings and health resources, and raised awareness about chronic health issues.

4. Holiday Giving Campaign

- Duration: November - December 2024
- Volunteer Hours: 150 hours
- Donations Collected:** Over \$3,500 in cash and gifts
- Community Impact: Helped 250 families have a joyous holiday season with gifts and food packages.

Chosen Project for Detailed Report: Annual Food Drive

This year, I would like to emphasize our **Annual Food Drive as the hallmark project in the community service category. This initiative stands out not only for its tremendous impact but also for the way it galvanized our club and the community toward a common goal of addressing food insecurity.

Project Overview:

The Annual Food Drive was implemented with the primary objective of collecting non-perishable food items for local families struggling with food insecurity. With a focus on winter months, we recognized that many families faced economic hardships during this time and set a target to provide sufficient resources for those in need.

Project Implementation:

- Planning Phase: In December 2023, our club convened to map out logistics, establish collection points, and partner with local grocery stores for donation drop-offs. Our members reached out to the community via flyers, social media, and local announcements.

- Execution: The drive ran from January to March 2024, with weekly collection cycles. Members volunteered on weekends to sort and pack items, and outreach initiatives were conducted to raise awareness and encourage donations.

- Partnerships: Collaborating with local businesses not only expanded our collection capabilities but also fostered a sense of teamwork among local stakeholders.

Statistical Data:

- Total Volunteer Hours: 120 hours
- Total Donations Collected: 1,500 pounds of food
- Families Assisted: 200 families

Community Impact:

The outcomes of the food drive were extraordinary. By collecting 1,500 pounds of food, our club was able to directly assist 200 families in our community, providing essential nutrition during a critical time. Feedback from local food banks reported that our contributions helped bridge a significant gap in resources at a time when demand typically surges.

Furthermore, the food drive not only provided physical nourishment but also instilled a sense of community solidarity. We received heartfelt messages from families expressing gratitude, which developed stronger bonds within the community and reinforced the importance of our organization.

Conclusion:

The Annual Food Drive exemplifies the spirit of Tinsel Town Woman's Club as it embodies our commitment to service and community engagement. This initiative not only met our immediate goal of alleviating hunger but has also inspired our club to continue addressing food insecurity in innovative ways. As we move forward, we are motivated by the results of this project and eager to explore further initiatives that foster lasting change.

Feel free to adjust any details or statistics to reflect your club's specific projects and impacts!

REPORTING CATEGORIES

1. Sexual and Domestic Violence Awareness and Prevention
2. Juniors Special Project Advocates for Children (Any club can report, not just juniors)
3. Fundraising
4. Arts and Culture
5. Environment
6. Education and Libraries
7. ESO
8. Health and Wellness
9. Civic Engagement
10. Veterans
11. Communications and Public Relations
12. Fundraising
13. Leadership
14. Membership
15. Legislative Action and Public Policy
16. WHRC: Women's History and Resource Center
17. GFWC Affiliates. (Any projects with Alzheimer's Association, Canine Companions, Heifer International, Hope for Justice, March of Dimes, Operation Smile, St. Jude Children's Research Hospital, UNICEF, and/or Shot @ Life)

FORMAT

Use the Standard format which can be located any of these locations:

1. Google forms Template: (https://docs.google.com/forms/d/1CFRw4GbV-09nEeHjwotYrmA5hLxGDuJRzM34_L2gSzM/edit?pli=1)
2. PDF fillable form located on the GFWC-CT website <https://www.gfwcct.org>

Reports should be saved as a PDF file if submitting electronically to maintain formatting. You may also print your reports and mail them to the Reporting Chair (Nicole Karalli).

LENGTH:

Aim for a concise report—ideally 1-2 pages in length, summarizing activities and highlighting key achievements.

DO(S) AND DON'T(S)

DO compile and use all of your club activities for the TOTAL statistics you report on the Statistical form

DO Keep a copy of your reports for your club records.

DO NOT include photos or fliers used to promote your project/program.

DO NOT write one long report with all activities, information is difficult to decipher.

DO NOT send reports directly to GFWC in Washington, D.C.. All club information goes to your state

DO NOT report a specific project or program in more than one program area. (i.e. a human trafficking donation may be included in Civic Engagement and Outreach or Domestic Violence, **but not both.**)

DO read the Club manual for 2024 located on the The GFWC and GFWC-CT websites. Addresses linked in References section.

DEADLINE:

All reports must be submitted by **January 15, 2025**. Late submissions may not be considered for awards or recognition.

SUBMISSION PROCESS:

1. Electronically via email to nicole.karalli@att.net
2. Through the designated online reporting platform: https://docs.google.com/forms/d/1CFRw4GbV-09nEeHjwotYrmA5hLxGDuJRzM34_L2gSzM/edit
3. Mail to: Nicole Karalli
100 Stonecrest Drive
Bristol CT. 06010

RECOGNITION

Clubs that submit timely and comprehensive reports will be eligible for various recognition awards at:

1. Respective District Day Meeting
2. GFWC CT Annual Convention May 3, 2025 at the Elks Club 825C Cromwell Avenue **Rocky Hill, CT.** 06067
3. GFWC International Convention in Atlanta .

Outstanding contributions will be highlighted:

1. On the GFWC CT website <https://www.gfwcct.org>
2. In the GFWC CT newsletter

3. On the GFWC CT Facebook page [https://
www.facebook.com/gfwcct](https://www.facebook.com/gfwcct)

QUESTIONS:

For any questions regarding the reporting process, please contact
Nicole Karalli@

Email: nicole.karalli@att.net

Text: (860)637-0523

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