

REPORTING OVERVIEW

Zoom Meeting

Monday, January 4, 2021





What is the common purpose of the General Federation of Women's Clubs and the Alabama Federation of Women's Clubs?



The General Federation of Women's Clubs is an international women's organization dedicated to community improvement by enhancing the lives of others through volunteer service.



*Why is reporting a necessary
part of Federation?*



A mechanism for clubs and the Federation to measure our effectiveness in meeting our purpose

A means of documenting our history

Assist with membership recruitment and retention

Provides the data that allows GFWC/AFWC/your club to influence decision makers



What are the barriers to reporting?

Why don't clubs report?



Takes too long

Too complicated – don't fully understand process

Not concerned with winning awards

No one in the club is willing to take it on



*There are three forms used
for reporting this
administration.*



GFWC Alabama Statistical Form

GFWC Alabama Club Narrative Reporting Form

GFWC Alabama Affiliate Organizations Data Form

*These forms may be found on the GFWC Alabama website: gfwcalabama.org
Under the Resources tab.*



It is important that clubs use the most recent forms when reporting:

Consistency

Comparing apples to apples and oranges to oranges

Program changes



The GFWC Alabama Narrative Reporting Form must be completed in order for the club to be considered for award recognition at the AFWC Convention.



*Every GFWC Alabama club is asked at
a minimum to complete the
GFWC Alabama Statistical Form*



*What are the areas in which
your club can provide
narrative reports?*



GFWC Special Programs

GFWC Alabama President's Special Project

GFWC Community Service Programs

GFWC Advancement Plans

Epsilon Sigma Omicron (ESO)

GFWC Alabama Scholarship Program



What are the two GFWC Special Programs?

*Signature Program: Domestic & Sexual Violence
Awareness and Prevention (name and focus change)*

*Junior Special Program: Advocates for Children
(focus change)*



What are the three AFWC Special Programs this administration?

AFWC Scholarship Program – numbers can be included in Education & Libraries

President's Project – Camp Seale Harris – Advocates for Children

President's Project – Diabetes Awareness & Prevention – Health and Wellbeing



*Significant change –
Realignment of the
Community Service
Programs*



*How many community
service programs do we
have this administration?*



*There is one area no longer
listed separately as a CSP.
What is it?*



Arts and Culture
Civic Engagement & Outreach
Education and Libraries
Environment
Health and Wellness



Where can you get an idea of what types of projects to report under the various community service projects?

*GFWC Club Manual
RACS (Reporting, Awards, Contests & Scholarships)
AFWC yearbook
GFWC website
Handouts*



What are the six GFWC Advancement Plans?

*Communications & Public Relations
Leadership
Legislation/Public Policy
Membership
Fundraising and Development
Women's History Resource Center*



Clubs may also report in a final category that represents a nationwide reading society. It is called Epsilon Sigma Omicron (ESØ).




True or False

*GFWC no longer has
partners.*

Affiliate Organizations

Are the organizations with which GFWC has signed a Letter of Agreement. GFWC collaborates with these organizations to advance our mutual concerns through hands-on projects, advocacy and fundraising efforts.



Affiliate Organizations

United Nations Shot @ Life

St. Jude Children's Research Hospital

Prevent Child Abuse America

Heifer International

HOBY

March of Dimes

Operation Smile

UNICEF USA

Canine Companions for Independence



*There is a separate form for
recording your projects with
Affiliate Organizations.
Why?*



Affiliate organizations statistics are also included in the appropriate Special Program or CSP on the GFWC Alabama Statistical Form.



*Is it necessary to report in
all areas?*



Where can you find detailed information about the GFWC Alabama specific reporting, awards, contests and scholarships?



*What is the deadline
for reports?*

*Postmarked by **February 1, 2021**
or emailed no later than
Midnight on February 1st.*



*To whom do you submit your
reports?*

*GFWC Alabama First Vice President
and Your District Director*



How do clubs organize their reporting efforts?

A reporting chairman

A club officer

A committee approach

Have chairs compile individual reports with one person overseeing compilation and mailing



Where are places you can go to pull your information if your club does not maintain Project Documentation Forms?

Minutes

Club Yearbook

Financial Statements – Transactions Report

Newsletters

Social media and emails



What needs to be included in your reports?

of club participants, guests and recipients

Project definition, obstacles encountered

Special observances such as Breast Cancer Awareness Month

Purpose of project, lessons learned

Where – if relevant to the report

Dollars donated and/or spent

Hours



Length and supercilious details don't enhance your opportunity to win an award. Sometimes excessive details can distract from the overall achievement.



A committee consists of more than one member. Therefore, a club project should involve more than one member.



Clubs cannot double report (count) projects, volunteer hours, and funds.

However, some projects could be reported under more than one area. How do you determine where to report the project?



*You should not be discouraged
if your club doesn't win lots and lots of
awards. Why?*

- Reporting categories and competition*
- Learning process*
- Clubs go through cycles*
- A way to judge your club's effectiveness*



® CELEBRATE YOUR SUCCESSES!

*Share statistics with your club – hopefully
your members will be amazed.*



*If you have questions about reporting,
call me:*

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