GFWC-MARYLAND CLUB YEAR 2026-2027 REPORTING GUIDELINES FOR CLUB PROGRAMS/PROJECTS NARRATIVES & STATISTICS

GFWC Maryland clubwomen are encouraged to showcase their club's activities by submitting a record or report that summarizes the projects and programs that have been undertaken during the calendar year. Club reports are submitted annually. When you take the time to write and submit reports you are recording your club's history**. Annual reporting period is January 1 – December 31.**

Please observe the deadline of January 31, 2027, as the State Vice President/Dean of Chairmen must compile and forward to the State Chairmen the reports so they will have them for inclusion in their GFWC annual reports and for the GFWC-MD annual convention awards.

Instruction for Completing the GFWC Statistical Form

The Six Areas of Information:

- Complete the top of the form with the club's official name, number of dues paying members, and your district. Check the appropriate box for General or Junior club and complete the President/Chairman contact information.
- Fill in the total number of programs and projects for your each of your Community Service Program (CSP), Special Programs (SP) and/or Advancement Plans (AP).
  Fill in the number of hours. Report only those hours spent by each member in approved club program and projects. This includes the time spent telephoning, running errands, writing letters and reports. Travel time may be included, EXCEPT for travel time to and from regular meetings. Hours for club programs may be counted as the length of time of the program multiplied by the number of members present. Example: ½ hour program x 24 members present = 12 hours. If you write an article for the newsletter that is distributed to all, it is the time to read x the number of members + the time to write it.
- Fill in total amount of money donated and report any In Kind donations made. (See GFWC In Kind Donation Guide)
- Check the box to enclose a narrative.

Affiliate Organizations Data Form—note this form is now included on the State Statistical Form. Complete this form to include total statistics from your club's support of each Affiliate Organization. A separate narrative should have been included with the appropriate GFWC Special Program or Community Service Program.

Club Program/Project Narratives

A good club program/project narrative should include:

- A brief description of the programs or projects with statistical information about that program/project underneath the narrative.
- If you have more than one (1) program/project in that area, the grand total of the statistical information of all club programs/projects in that area should be at the top of the narrative reporting form.
- The narrative should include a detailed report describing each project or program sponsored by the club or state Special Program, Community Service Program, and Advancement Plan. Each will include the following: number of members participating **(the total number of members participating may NOT exceed the total number of dues paying members in the club)**; volunteer hours of clubwomen; dollars donated for a CSP; dollars spent for an AP; in-kind donations given for a CSP or for the WHRC Advancement Plan; and total number of projects or programs within each area. (**Dollars raised are only reported under fundraising**.) **Think journalism: who, what, where, when, how and why; and "Dragnet": all we want are the facts, ma'am. Be concise, state the facts,** write your "story" and tell everyone what your club did.

- Narrative should not exceed two (2) pages, 11-12 font, typewritten, and single-spaced. Each program narrative must have its own page. All pages of narratives must have the proper identifying heading. Please refer to the sample **Club Narrative Report Form** in the club president's packet.
- Remember to state if this is a NEW project that your club has undertaken or if you have made changes to an ongoing project.
- Be sure to include the **number of club members who participated, and how many people benefitted from your efforts, if possible.** It is important to include the number of people who were the recipients of the services provided. (Example: 15 of your members held a bingo at a nursing home. There were 50 residents who came to play bingo and each were given a little goody bag.) This will tell the reader who and how many benefited from the project.
- Activities listed in GFWC programs/projects should be reported in the appropriate program/project areas. **Use the GFWC Club Manual** as a **guide.**
- Affiliate Organizations. Be specific in reporting projects involving GFWC Affiliate Organizations**. You are to record them in the most appropriate Community Service Program or Special Program according to the intent of the project. Then you will compile these and put it on the special GFWC Affiliate Organizations Data Form section of the Maryland Statistical Form.** Note the specific affiliate organization in your narrative and heading.
- **Activities not listed in GFWC program materials** should be reported in the program/project area which most closely relates to the activity. Include any other groups that the club partnered with, including local government, other service groups (Kiwanis, Elks, etc.), and other nonprofit organization. Remember you can give overall results of a project, BUT you must be sure to include only statistics regarding member participation and contribution to the project.
- **Report hours** that were spent ONLY on club-adopted programs/projects. Describe how the time was used, be sure to include planning, implementation, results and evaluation. Include any promotion or PR that was achieved.
- **AVOID CROSS or DOUBLE REPORTING – Exception Fundraising and Maryland Special Projects.** Choose the Community Service Program (CSP), Special Program (SP) or Advancement Plan (AP) that a project or program best fits and list only once. If you raised money and then used the funds raised for a CSP, SP or AP, you can list the amount raised under fundraising and amount donated or spent under the CSP, SP or AP. Maryland Special Projects should be reported under the appropriate CSP or SP, and also on the Special Project forms.
- **Report all** money **that was raised or donated and all in-kind donations for** club programs/projects. Estimate the value of in-kind gifts. See the GFWC In-kind donation guide,
- If the club donates money **from the treasury to a project,** use the total number of members in the club under "participating members". Count one hour for the treasurer to write and mail the check.
- Have members read over the narratives to insure the proper use of **grammar, spelling** and **punctuation.** Edit, edit, edit! Do a check list: Is anything missing from the report?
- Prepare reports for submission. Each packet should contain 1 copy of your statistical report form, your narratives, and your Maryland special project forms. Send 1 copy to the State President, 1 copy to the Dean of Chairmen, and Juniors also send 1 copy to the Director of Junior Clubs. **Be sure to keep a copy for your club files. Emails and mailing addresses are on the statistical report form.**

Please adhere to ALL deadlines! Postmarked or emailed no later January 31, 2027.

Be sure to keep track of information on your reporting activity. It can be included on next year's Leadership report!