

REPORTING INFORMATION REFERENCE SHEET

FOR THE 2015 REPORTING YEAR

FOR EVERYONE: Go to the GFWC Virginia web site, *gfwcvirginia.org*
Click on the big **REPORTS** word or click on the
Reports and Forms item under the **Leadership** tab
Scroll down to the **Reporting Forms** list

Then go to the following lines....

FOR CLUBS: Reporting Instructions and Forms for Clubs

There you will find the following:

- Reports Distribution Matrix, which is also in the GFWC Virginia Yearbook, page 95
- Narrative Instructions and Form, which are also in the GFWC Virginia Yearbook Supplement, pages 91S and 93S
- GFWC Virginia Statistical Report Instructions and Form. The Instructions are also in the GFWC Virginia Yearbook Supplement, page 92S. The form itself, *Statistical Report Form - Annual Club Record*, is not in the Yearbook.
- GFWC Projects-at-a-Glance, which will help you decide where to report your projects
- Reporting information, which is also in the GFWC Virginia Yearbook Supplement, pages 89S and 90S

FOR DISTRICT CHAIRMEN: Reporting Instructions and Forms for District Chairmen

There you will find the following:

- Reports Distribution Matrix, which is also in the GFWC Virginia Yearbook, page 96.
- GFWC Virginia Statistical Report (*for State and District Chairmen*); this form is not in the Yearbook.
- Reporting information for District Chairmen

FOR STATE CHAIRMEN: Reporting Instructions and Forms for State Chairmen

There you will find the following:

- Reports Distribution Matrix, which is also in the GFWC Virginia Yearbook, pages 98 and 99
- State Award Entry form
- Club Creativity Award Entry form
- GFWC Virginia Statistical Report (*for State and District Chairmen*); this form is not in the Yearbook
- Reporting information for State Chairmen

ALSO IN THE REPORTING FORMS LIST you will find the GFWC Projects-at-a-Glance document and the GFWC In-Kind Donation Guide, as well as a link to the GFWC Club Manual.

GFWC and GFWC Virginia dues are payable by January 25. Instructions and forms are found on pages 78S-79S of the GFWC Virginia Yearbook Supplement.

Don't forget your District's dues; consult your District Handbook or Yearbook for instructions.

FREQUENTLY ASKED QUESTIONS ABOUT REPORTING

1. How do dollars raised, dollars spent, and dollars donated get reported?

These are three “flavors” of dollars.

- **Dollars raised** are reported in the Advancement Area under Fundraising on the second page of the Statistical Report Form. Here is where you describe your Club’s fundraising activities and report how much you raised.
- **Dollars spent** are the dollars it cost your Club for activities in the other Advancement Areas, again on the second page of the Statistical Report Form. This might include reimbursement to officers who attend GFWC Virginia meetings, the cost of a recruitment activity or brochures, etc.
- **Dollars donated** are the dollars actually donated to other organizations and are reported in the Community Service Program areas (Arts, Education, etc.). For example, if your club held a fundraiser such as an ice cream social to raise money to buy a wheelchair for a local child who needed one, you would report the planning and execution of the fundraiser under Fundraising along with the amount raised, but you would report the donation of the money raised under Home Life, with a sentence about how you raised the money.

2. What about in-kind donations?

In-kind donations are the “hidden” dollars. These are unreimbursed expenses borne by the Club or Club members. They might include donated items for a bake sale, or a clothing collection, for example. You can use the actual value of the donated items or use the GFWC In-Kind Donation Guide.

3. How about mileage?

Unreimbursed mileage is an in-kind donation, valued at \$.25 per mile, the current GFWC Virginia figure. If several members ride together to a club-sponsored or club-promoted event, the driver should report the mileage, converted to dollars, as an in-kind donation. This would become part of the report for that activity.

4. How are hours counted?

In general, volunteer hours are calculated as the number of hours taken up by an activity multiplied by the number of members who participated in the activity. For example, if a program at a Club meeting took 1 hour, and 15 members attended, the total number of hours for that activity is 15 hours.

5. Is there ANY WAY to make narratives easier?

There are several ways to keep reporting from becoming a major headache:

- For single activities (for example, a field trip to an art museum), collect all the information right after the event - how many attended, how much time was spent, how much it cost (for admission fees and the like, not lunch!), and the mileage. The costs and mileage (see question 3 above) are in-kind donations. In this example this becomes a mini-report which then becomes a part of the Arts Community Service Program narrative report.
- Get everyone involved. Every Club member should make a note of time and/or money spent on Club activities. An example would be time spent collecting items for a Silent Auction or soliciting donations for a Club fundraiser. It is helpful to have a form for this purpose, which is given to the chairman of the project for inclusion in her report.
- Get all Community Service Program and other committee chairmen involved in the reporting process to describe the activities in their areas.
- Be sure that when new committee chairmen are appointed all the reporting information is collected from the outgoing chairmen.
- Mine meeting minutes and Club newsletters for activities that might otherwise be missed. This might include programs at Club meetings that count as activities under one of the Community Service Programs. It could also include donations to charities that might have been missed otherwise.
- For smaller clubs every member should get involved in reporting. For larger clubs it may be more efficient to get all the chairmen and officers involved. The more, the merrier, and the more likely that all activities will be captured and reported.