

CFWC 2021 Report Writing Instructions

2021 reporting period is **January 1 through December 31, 2021**. The 2021 report forms for clubs and/or districts are:

1. **Statistical Report (required from each club and all districts)**
2. **Affiliate Data Report (optional)**
3. **Club Award Entry Form OR District Award Entry Form**

→ Forms are available at CFWC.org/REPORTS tab in Word, PDF, and Fillable formats ←

DO NOT use the report forms in the CFWC 2021-2022 Yearbook! Those versions are outdated.

ATTN CLUBS

All club reports (including club Statistical Report and Affiliate Data Report) are to be submitted to your district dean.

It is the club's responsibility to know when reports are due to your district. Make sure you are aware of your district's report deadline. **DO NOT SUBMIT YOUR REPORTS DIRECTLY TO CFWC.**

ATTN DISTRICTS

- **CFWC REPORT DEADLINE IS FEBRUARY 15, 2022. DISTRICTS MUST SUBMIT ALL REPORTS BY THIS DATE.**
- **District Statistical Report:** District deans are encouraged to upload their **district statistical report** electronically to Dropbox. However, before doing this, each district dean should make an appointment with CFWC's Communications Team for assistance with the Dropbox process. Appointments are made by emailing cfwccommunications@gmail.com
- If the Dropbox method is not doable for your district, the **district statistical report** is to be mailed or emailed to CFWC 1st VP Barbara Briley Beard **and** CFWC President Pam Ament:

Barbara Briley Beard
CFWC First Vice-President
7920 4th Place, Downey CA 90241
Email: bbins@hotmail.com

Pam Ament
CFWC President
4203 West 179th Street, Torrance CA 90504
Email: ament.pam5@gmail.com

- **District Program/Advancement Area Reports and ALL Club Program/Advancement Area Reports:** District deans are encouraged to upload **district reports and ALL club reports** electronically to Dropbox. However, before doing this, each district dean should make an appointment with CFWC's Communications Team for assistance with the Dropbox process. Appointments are made by emailing cfwccommunications@gmail.com
- If the Dropbox method is not doable for your district, the **district and club program, advancement area, and membership reports** are to be mailed or emailed as follows:
 - **1 copy of ALL District and ALL Club Program & Advancement Area Reports** to CFWC 1st VP Barbara Briley Beard **and** CFWC President Pam Ament (see addresses above).

AND

- **1 copy of District Report and ALL Club Reports in each category** to the CFWC Chair responsible for that category. For example, CFWC Health & Wellness Chair receives 1 copy of reports in that category; Environment Chair receives 1 copy of reports in that category, etc. See CFWC 2021-2022 yearbook for CFWC Chairmen address and email info.
- **1 copy of ALL District and Club Membership Reports (ONLY)** to CFWC 2nd VP Sonya Matthies **and** 1 copy to your Area VP: Cindy Sanders (A); Patsy Wilson (B); Marcia Willett (C); Wendy Curran (D). See CFWC yearbook for address and email info.

ATTN CFWC CHAIRMEN

After February 15, please contact CFWC Communications Team (cfwccommunications@gmail.com) to make an appointment for retrieval of your group of reports from Dropbox. During this appointment, you will be assisted in the entire retrieval process.

IMPORTANT NOTE! CFWC's YouTube channel ([YouTube.com/GFWC California Federation of Women's Club](https://www.youtube.com/GFWC California Federation of Women's Club)) and the CFWC website (cfwc.org) provides a video explaining the 2021 reporting process. However, it is important that you not do anything relating to Dropbox until your appointment with the CFWC Communications Team.