

Frequently Asked REPORT-WRITING Questions

1. Do I need to send a copy of my club reports to CFWC or GFWC?

NO, the District Dean submits the reports electronically with the help of the CFWC Communication's Team.

2. Is it mandatory that clubs write reports?

NO, report writing is not mandatory for clubs, but it is strongly encouraged as reports are used to get records of what clubs have accomplished. They also create a history for your club. Clubs must complete a CFWC Statistical Report. These do not require narratives. BUT only reports with narratives will be judged.

3. Do I have to use a specific report form?

YES, you should use the form supplied by CFWC. You will find a copy of the report form on the CFWC web site, www.cfwc.org and you should also be provided with a report form by your District Dean. We will accept only the current reporting form.

4. Do I use my club year to report activities?

NO, reports are based on the calendar year, January – December. It is okay to estimate what has been accomplished through the end of December.

5. Can we count any hours volunteered by our members?

NO, clubs report only those hours spent by each member in projects approved by the club. Club approved projects should be in your minutes or are in your club yearbook, CFWC yearbook or GFWC yearbook.

6. Does it matter where a club reports a project?

Yes, refer to the list of "Where to Report It" in the CFWC Yearbook (chairmen's procedure Manual section), when in doubt, call and ask the District Chairman or 1st Vice President. Ask yourself what is the intent of this project? That should help you find where it should be reported.

7. Can a club count the hours and activities of members who run for political office or who support campaigns of those who run?

No, Clubs may support and encourage a member to run for political office. Because GFWC is a non-partisan organization, the work must be done as private citizens, not as a club project. GFWC clubs should not show favoritism toward one candidate. Clubs can count hours worked at polling locations and can hold candidate forums as long as all candidates are invited to attend and no favoritism is shown. Clubs can also work on projects with those in political office (seat belt safety, child safety, etc.) as long as the project is adopted by the club, the CFWC or GFWC.

8. What does the term in-kind refer to?

In-kind is a donation of goods or services, not monetary or cash. The gift-in-kind can be new or used goods and/or services that have a value. If a club purchases materials and donates those materials (not the money), that donation is in-kind with an actual value of what was spent. Gift cards with actual money value are considered the same as cash.

9. When a club reports what they raised in fundraising and where they donated it in a Community Service Project report is that cross-reporting?

No, clubs should report according to the following guidelines. A club raised \$20,000 for several community service projects. The club gave the following amounts to various agencies: \$2,000 to support a local arts project; \$5,000 to March of Dimes; and \$12,000 to a Domestic Violence Shelter. The club will report the \$20,000 raised in the Fundraising Report. They also report the \$2,000 in their Arts report as "donated", \$5,000 in their Home Life Report and \$12,000 in their Domestic Violence report. The money reported in Fundraising are actually dollars raised.