

CFWC Orange District 1st VP Dean

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General Information

You are the bridge between the Orange District, and federation (CFWC / GFWC) and your club. You make sure that your club is well informed about that is happening in the wider world of federation.

Write little articles about your club activities, new ideas and projects; your successes as well as key learning points. Please share this information not just with your board but with all your club members

There are many resources available to you and your club on line as well. Orange District website www.cfworangedistrict.com; California Federation of Woman's Clubs website, www.cfwc.org and the General Federation of Woman's Clubs website, www.gfwc.org

Reports

You are also responsible for ensuring that your club follows proper report writing procedures. There are narrative and statistical reports.

Narrative reports can be written on each of the Community Service programs that your club has completed this year. The report narrative should include the hours spent, number of members involved as well as:

- Planning
- Preparations
- Conducting
- Evaluating

Narrative Reports are given to the OD committee chair in charge of each particular program, such as Arts & Culture or Education & Libraries. Each narrative is then judged against clubs of like size by non-partial, non-GF people. First, Second & Third place awards are given to the winning clubs in each category at the district convention in April.

Statistical reports reflect the hours spent on all club activities as well as how members were involved in each and every activity your club has held. Your club may choose not to write a narrative report but the **statistical report is required**.

Deadlines are Firm to CFWC & GFWC:

- All reports are due to Orange District at the January 8th meeting or mailed by that date.
- The Report Writing Year is January 1, 2019 – December 31, 2019.

When writing your Reports remember to include:

- The hours spent in meetings, all meetings including GFWC, CFWC Orange District and club.
- Hours spent in preparations
- Miles driving to and from
- Hours spent on projects and committees
- Hours spent in delivering monetary and in-kind donations

Remember if you have any questions or if anything is unclear please contact me or anyone else on the Orange District executive board. We are here to help.