



REPORT WRITING HANDBOOK 2026-2027

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This document has been generated as a guidance for report writing for Club members and District Chairwoman. Whether you are a new member or have been a member for 50 years, the annual reporting process can be overwhelming and anxiety inducing. This *Handbook for Annual Report Writing for Clubs and District Chairs* (Handbook) breaks down the process to plan for and execute report writing.

This Handbook is meant to be updated annually with new information from the General Federation of Women's Club (GFWC) and/or the California Federation of Women's Clubs (CFWC). Information included in this Handbook comes directly from the *GFWC Club Manual*, which may be downloaded from the www.gfwc.org website, and the *CFWC Yearbook*, which may be downloaded from the www.cfwc.org website. Additional information has been included from past report writing training packets and the *GFWC Stylebook*, last updated November 2015. This Handbook is written to provide specific information on how to complete annual report writing.

1.1 Objectives

This Handbook has been developed as a condensed District specific guide to understanding information provided by GFWC and/or CFWC. The objectives of this Handbook include:

- A source to understand and learn what is included in annual reporting for new Club Board members, new Clubs, and new District Chairs.
- As Clubs consider new projects, this Handbook provides information on where these new projects may be reported. Quite often, projects may be included in multiple reports.
- Instructions and helpful hints on how to complete these types of reports.
- Provide information to Club members that may be interested in holding a District Chair position.

1.2 Purpose for Reports

Writing reports is a crucial part of our Club year. There are many reasons for completing the reports. The top reasons include:

- Satisfies non-profit requirements for 501 (c)(3) organizations
- Provides a history of your Club
- These reports along with meeting minutes and newsletters document Club activities, which can be proof in litigation if your Club's non-profit status is in question.
- This allows projects to be known across the District in terms of what works well and not so well.
- As for a bit of fun, the reports are entered into contests on the District, CFWC, and GFWC levels. This is an opportunity to promote your Club internally through our District and the CFWC. Report writing is how the rest of our organization learns about us. Let's shine!

2.0 DESCRIPTION OF THE ANNUAL REPORTS

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If you look through the *GFWC Manual*, your initial feeling is that the number of reports are endless and how will you ever determine where your project belongs. Before we can discuss how to write a report, we need to understand what the various categories are before we can generate reports. **The simplest definition of annual reporting is:**

- 1. Complete the statistical report form, which is mandatory for every Club and District.**
- 2. For the 14 categories, fill out the Club Report form for each category.**

What are the 14 categories? The categories are further divided into 4 Programs. The Programs and categories are broken down the following way:

- Signature Program:
 - Domestic and Sexual Violence Awareness and Prevention
- Juniors' Special Program:
 - Advocates for Children
- Community Service Programs:
 - Arts and Culture
 - Environment
 - Education and Libraries
 - ESO (Epsilon Sigma Omicron)
 - Health and Wellness
 - Civic Engagement and Outreach
 - Legislation and Public Policy
 - Communications and Public Relations
 - Fundraising and Development
 - Leadership
 - Community Impact Program (CIP)
 - Women's History and Resource Center (WHRC)

Each of the 14 categories is described further below and includes examples of projects that may be reported under each category. These examples come from the *GFWC Manual* and *CFWC Yearbook*.

2.1 Signature Program: Domestic Violence Awareness & Prevention

The goal of the GFWC Signature Program: Domestic Violence Awareness and Prevention is to increase awareness of and help prevent the widespread occurrence of domestic abuse and violence against women in communities across the nation by working with national domestic violence networks, supporting existing activities, working with various established programs, and initiating educational opportunities for Club members and local citizens.

Some of the projects that fall under this category include:

- Supporting battered women's shelters with donations or monetarily;
- Promote awareness of various types of abuse towards children, teens, a whole family, and/or seniors;

- Understanding and promoting awareness of human trafficking and slave trade;
- Supporting the National Center on Elder Abuse; National Coalition against Domestic Violence National Network to End Domestic Violence;
- Collect teddy bears to give to children at a child advocacy center, where children are interviewed and examined after an incident of abuse;
- Collect gently used purses and tote bags and fill them with health and beauty aids, jewelry, children's items, and other toiletries. Present them to your local shelter;
- Donate Mother's Day gifts to a shelter so that children can have a present to give their mothers;
- Provide "Move Out Kits" for your local shelter. The kits include plates, cups, bowls, kitchenware, and bathroom items for families, who leave the shelter and move into a home;
- Participate in a candlelight vigil during Domestic Violence Awareness and Prevention Month (October);
- Wear purple—the color of Domestic Violence Awareness Month—during the month of October and use this as a way to tell others why ending domestic violence is important to you;
- Sponsor art classes for local high schools in which students make posters about dating abuse and domestic violence awareness and prevention.

2.2 Juniors' Special Program: Advocates for Children

This category is designed to encourage all Clubs to become advocates for children. While project ideas are numerous, Clubs are encouraged to educate themselves regarding current issues facing our children. The list includes child abuse, health issues, poverty, cyberbullying, teen dating violence, childhood obesity, texting while driving, depression and suicide, foster care and adoption, limits on screen time, and childhood safety issues.

Some projects that fall under this category include:

- Support children's organizations such as Boys & Girls Clubs and Boys & Girls Scouts;
- Support foster children;
- Support Emergency Medical Services (EMS) for children;
- Support food banks for children;
- Support local suicide prevention programs.

2.3 Community Service Program: Arts and Culture

The GFWC Arts and Culture Program encourages members to promote and support arts activities in their clubs, schools, and communities. It is designed to inspire Clubwomen and ignite within them a desire to make their world a more beautiful place. As Edgar Degas once said, "Art is not what you see, but what you make others see." The goal is to create programs and projects that include music, literature, dance, drama, theatre, and

other arts-related areas, both traditional and innovative, that cause the world around us to see and feel what they might have only once imagined. **6**

Some projects that fall under this category include:

- Sponsor Art & Crafts Shows; Art Scholarships; Artists-in-Residence Council for Art Education; Creative Writing Contests Flower Arranging; Interior Decorating;
- GFWC/CFWC Music Competition; Young Musician's Scholarship;
- National Museum of Women in the Arts; Murals;
- Photography Contests Shows Save Outdoor Sculptures; Scrapbooks for Individuals;
- Turtle Pillow Camp Pillows and Blankets.

2.4 Community Service Program: Environment

The GFWC Environment Program encourages awareness of our natural resources and caring for the world around us. It offers information and ideas to promote environmental appreciation and protection. Work to preserve, maintain, and restore our natural resources; protect habitats for plants and animals; and develop sustainable habits. Incorporate any and all of these topics into your conservation plans: recycling, environmental education and awareness, outdoor exploration, air and water quality, waste handling, natural resource restoration, tree planting, beautification, wildlife protection, proper care for domesticated animals, food sources, community gardens, preservation of existing waterways, and energy conservation.

2.5 Community Service Program: Education and Libraries and ESO

From the 1996 Report of the International Commission on Education for the 21st Century and the 1997 Hamburg Declaration: Literacy, broadly conceived as the basic knowledge and skills needed in a rapidly changing world is a fundamental human right. There are millions, the majority of whom are women, who lack opportunities to learn or have insufficient skills to be able to assert this right. The challenge is to enable them to do so. Literacy is also a catalyst for participating in social, cultural, political, and economic activities, and for learning throughout life.

Some projects that fall under this category include:

- Accelerated Reading Program; Adult Studies Classes; ASPIRE Book Clubs/Review Sections/Book Week; Box Tops for Education; Dr. Seuss, Read Across America
- Educational Scholarships;
- Elderhostel;
- Epsilon Sigma Omicron (ESO);
- Hugh O'Brien Youth Leadership seminars;
- EDGE;
- Illiteracy (prevention/tutoring);
- Lending Libraries; Let's Read; Library Associations; Friends of the Library; Adopt a Library;
- Literacy Day; Literacy Volunteers of America;
- Mentoring USA;

- National Storytelling Association;
- Northern California Youth Leadership Seminar (NCYLS);
- Reading aloud to others; RIF- Reading is Fundamental; Reading Rockets;
- School Volunteers.

2.6 Community Service Program: Health and Wellness

The GFWC Health and Wellness community service program is designed to inform members of issues that affect the well-being of individuals, families, and communities by providing opportunities and resources to meet and address needs through volunteering. Through this program, clubs may develop and implement creative projects that promote a healthy lifestyle, increase awareness, prevention, research, and treatment of disease, target personal development, address the issues of hunger, inadequate housing, homelessness, and/or prevent or correct financial difficulties.

Some projects that fall under this category include supporting:

- AARP; Adult Day Care; Nursing Homes; Hospice; Seniors Assisted-Living Homes;
- Adopt-a-Family;
- Anti-Smoking Campaign;
- Blood Banks; Bone Marrow Registry; Burn Centers/Foundations; Health Agencies; Hospitals; Clinic; Screening; Organ Donor Programs; Life Flight; AIDS/HIV; Sexually Transmitted Diseases (STDs);
- Canine Companions for Independence* & Service Dog Programs;
- Consumer Issues;
- Disabled Persons - helping, supporting & obtaining transportation; Learning Disabilities;
- Dress For Success and Working Wardrobes;
- Easter Seals; Elder Care; Meals on Wheels; Nutrition;
- Estate Planning; Financial Planning; Long Term Care Planning; Insurance Management and Planning; Living Wills, Durable Power of Attorney; Women's Institute for a Secure Retirement; Social Security;
- Food Pantries and Food Banks;
- Gerontology; Go Red for Women; Heart Truth, The Little Red Dress;
- Girls Love Mail
- Guide Dogs;
- Habitat For Humanity; Homeless Issues & Shelters;
- Identity Theft Prevention; Phishing - online identity theft; scamming;
- Make-a-Wish;
- Red Cross; Ronald McDonald Houses;
- Self-Image Programs for Adults; Stress Management Classes;
- Vial of Life.

2.7 Community Service Program: Civic Engagement and Outreach

For decades, GFWC Clubwomen have reached beyond their communities to make a lasting difference in the lives of others throughout the world. We are all part of the

global community and are not isolated from the issues affecting, facing so many others worldwide. Issues such as hunger, poverty, preventable diseases, human trafficking, the lack of clean drinking water, and education know no boundaries. Some projects that fall under this category include supporting: 8

- Adopt-a-Village; American Field Service –AFS;
- CARE International; Childreach -Plan USA; Cure Internationally;
- Earthspeak;
- Ethnic Clubs & Groups; Exchange Students; Cultural Exchange;
- Foreign Policy;
- Heifer Project International;
- Human Trafficking – UN Fund for UNICEF;
- International Club & Festivals; International Women’s Hall of Fame;
- Operation Shoe Fly;
- Operation Smile International; Save the Children; Shot @ Life; Sister Cities; Activities; Sponsor A Child;
- UNICEF & Any United Nations work;
- United Nations Association of the USA;
- Woman to Women International; World Food Day; Youth for Understanding.

2.8 Community Service Program: Community Impact Program (CIP)

The GFWC Community Impact Program is designed to actively connect members with effective projects and activities relating to civic and social responsibilities. This program focuses on the following areas: citizenship, military personnel, emergency and disaster preparedness, and safety and crime prevention.

Some projects that fall under this category include supporting:

- Native Americans;
- Armed Forces/Military; Bicycle Safety;
- California Historic Landmark/History; Candidate Forums;
- Cell Phone Donations for Safety;
- Census Work; Voter Registration; Chamber of Commerce Club Membership;
- Citizenship Participation; City Council; Civic Committees; Coalition Against Bigger Trucks; Community Concerns; Consumer Fraud for Older Americans;
- Crime Prevention/Stoppers; Criminal Justice Issues;
- Disaster Preparedness/Car Kits; Driving Safety Drug Abuse/Awareness; Drug Demand Reduction Program; Drug Related Crime Earthquake Preparedness;
- Flags & Flag Etiquette; Fire Safety; Fraudulent Business Practice;
- Highway Safety Programs; Home Security; MADD - Mothers Against Drunk Driving; National Highway Safety; Safety for drivers;
- History of Organizations (not Women’s Organization);
- Juvenile Courts & Probation; Law Enforcement/Explorers/Gang Abolishment; Graffiti –prevention;
- Monument Restoration; Museums National Heritage; National Holidays; War Memorials;

- National Night Out National Safety Belt Coalition; National Victims' Rights Week; Navy League Neighborhood Watch; 9
- Operation Care Package; Operation Cookie; Operation Coupon Operation Phone Home Patriotic Activities/Celebrations; Pledge of Allegiance; POW-MIAs Restoration of Community Buildings; Women in Military Service; USO, VAVS - Veterans Affairs Volunteer Service; Veterans' Activities/Assistance
- Search Dog Foundation;
- Self Defense Classes; Tutoring for Citizenship; Water Safety.

2.9 Advancement Guide: Communications and Public Relations

Our main goal in communications and public relations will be to get the word out to the public about who we are. We must publicize our Clubs' projects in order to let communities know we exist. We must stress the important things our clubs are a part of and the need that exists for our organization to make the community a better place to live. While recognition or a thank you is not something that clubwomen expect, we are looking for partners to help make our communities a better place.

Some projects that fall under this category include supporting:

- Banners- creating or buying & using them; Bulletins; Club Displays in public places Club Profiles;
- Club Websites; Facebook; Pinterest; and Twitter Pages;
- Federation Day Proclamations (April 24th);
- GFWC Road Signs; GFWC/CFWC Clubwoman Magazine; Handouts & Flyers for the clubs, District, CFWC or GFWC; Using GFWC or CFWC Logos;
- Newsletters, Club & District; Newspaper Articles;
- Profiles, Club/District; Public Speaking about CFWC;
- Wearing GFWC/CFWC T-shirts, scarves, hats or other logo items.

2.10 Advancement Guide: Fundraising and Development

GFWC members are passionate about volunteer service! Successful fundraising and development programs are necessary and important for the continued success of our organization as we strive to make a positive difference in our communities and our world. When we view fundraising and development as a tool that allows us to continue to improve lives, we are inspired to use that tool as efficiently and productively as possible.

Steps to successful fundraising and development:

1. Research and follow applicable laws
2. Appoint a capable fundraising and development chair
3. Set goals and objectives
4. Plan all aspects of your fundraising and development program

The GFWC Leadership Advancement Guide contains valuable information, including practical ideas and resources to assist clubs in developing leadership skills in their members. Bottom-up or top-down, leadership involves taking risks, being innovative, and promoting new directions. While some may talk about being born leaders, most of us can learn how to be a strong leader. Club, district, state, and national volunteers can become leaders by developing a clear and compelling vision for what one wants to become; establishing attainable goals; providing – and being provided – with encouragement and appreciation; behaving with an entrepreneurial spirit; and pursuing training and education. We compiled this Leadership Advancement Guide as a tool to assist you with the most frequently requested resources and information.

Some projects that fall under this category include supporting:

- Active Community Leadership; Agendas; Preparing for meetings;
- Board Meetings: Preparation & Attendance;
- Club & District Administration; Convention Delegates;
- Federation Libraries; Federation Meetings; Financial Support for Officers;
- Leadership Workshops; Mentor Programs in Clubs; Nominating Committees;
- Parliamentary Procedure & Training; Procedure Books for Officers & Chairmen;
- Protocol;
- Workshops - Attend, Preparing & Presenting.

2.12 Advancement Guide: Legislation & Public Policy

For more than a century, GFWC members have advocated to raise awareness of specific issues requiring attention at the national level. Our advocacy efforts are practical not political; through our advocacy, we seek the implementation of practical solutions to problems that are national in scope. Many of those solutions have come in the form of legislative action, with GFWC members having worked to pass laws affecting highway safety, juvenile justice, women's suffrage, the rights of the disabled, equal pay for women, and resources for victims of domestic violence and penalties for domestic abusers.

The goals of Legislation/Public Policy during this administration include:

- Educating members about both GFWC's legislative priorities and about how the legislative process works;
- Mobilizing our members to raise a united voice to advocate for those priorities; and
- Rebuilding the GFWC name into a brand that lawmakers (and others) recognize.

Some projects that fall under this category include supporting:

Advocacy and Public Policy;

- Court Watch;
- Legislative Alerts GFWC & CFWC; Letter Writing Campaigns; Lobbying of Elected Officials;
- Resolutions - Development, Review & Study;

- VAWA.

2.13 Advancement Guide: Membership

For membership, there are many things your Club or District can and should be doing to gain new members and retain current members. These types of activities can take place at every meeting and event your Club or District has.

The types of activities could include:

- Membership drive;
- Activities to get to know new members such as ice breaker games;
- Acknowledging and recognition of members.

2.14 Advancement Guide: Women's History and Resource Center (WHRC)

The Women's History and Resource Center of GFWC, celebrating over 30 years of preserving historical records and providing quality reference service to members, officially opened at GFWC Headquarters in Washington, D.C. on May 1, 1984.

The WHRC invites GFWC members, the research community, and the general public to explore the rich history of women volunteers by providing access to GFWC's expansive collections. Readily available reference service, interactive technology, educational programs and publications, creative exhibits, and dynamic partnerships await those interested in using all GFWC has to offer. Preservation of historic records, buildings, and artifacts; the organization and publication of club history; and creative ways to use GFWC's history for community outreach are some of the benefits of membership all made possible through this invaluable resource.

GFWC's history is full of examples of successful projects that demonstrate the important relationship between grassroots and international efforts, the significance of long-range planning and thoughtful organization, and the value of community service in developing strong and compassionate leaders. The *GFWC Women's History and Resource Center Advancement Guide* encourages clubs to investigate and document their own history by learning about our past. We hope this information will motivate and provide the incentive for you and your club members to explore and boast about GFWC's amazing history, which will serve to help facilitate a growing and purposeful future.

Some projects that fall under this category include supporting:

- Club & District History;
- Celebrations Honoring Clubwomen;
- Donations & Volunteer work for the WHRC;
- Historic Clubhouse Restorations & Clubhouse Tours; Histories of GFWC or CFWC Members, Clubs, & District; Scrapbooking of Club History;
- Volunteer service or donations to Women's History.

3.0 HOW TO WRITE THE CLUB REPORTS

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This annual task of writing reports can be overwhelming and daunting. Keep in mind that the reports summarize what your Club or District had already planned and executed. When the annual budget is being developed and activities (or projects) for the Club year are planned, your Club Board and District Chairs should have a good idea of what planned projects will be included in each report.

Let's break down how to write a report!

3.1 Preparing to Write the Club Reports

There are several items your Club generates throughout the Club year that can assist you in writing reports. Keep in mind that the reports cover the period from January 1 to December 31. This can be confusing because Club years tend to go from ~September to ~June. If there is an administration change in the middle of the annual reporting year, there are several documents that can be utilized to help complete reports. These items include:

- A copy of the previous year's reports. This should be provided by the 1st Vice-President of the previous administration to the currently 1st Vice-President. If an event goes well, most Clubs will have the event annually, which means there may be a write up already developed for the event. This would only need to be updated and/or expanded with the new information on the current report. If there is an issue with obtaining the previous year's report within the Club, the Club can ask the District 1st Vice-President.
- Copies of newsletters/e-blasts/flyers. This should provide a chronological order of all the activities and events your Club participated in during the previous calendar year.
- Copies of meeting minutes. These should be written documents outlining all the business the Club does.
- Copies of financial reports.
- Copies of committee reports.
- Copy of yearbook.
- Copies of membership logs.
- Copies of State and District correspondence.

If the Club doesn't already do these additional items, consider adding these items to the Club activities:

- Prior to each event, elect a member to complete a write-up of each project. This can be a one page write up. This write-up should include information such as the number of participating members, total volunteer hours for event, cost of event, donations and/or in-kind donations totals, and hopefully, a write-up that can be cut and pasted into the annual report. *Helpful hint: even if a write up isn't provided, please have the member provide information on the event. One complaint on what takes so long to do these reports is that the Club 1st Vice-President needs to look up what all the organizations the Club assists do and why the project was completed.*

- At the beginning of the Club year, set up an outline of what projects will be completed by the Club. Under each project, list the reports that the project will be included under. Of the 14 annual reports completed, each project a Club does could be, at a minimum, included in 3 to 5 of these annual reports. If this is unclear, please discuss with the District 1st Vice-President or President. **13**

3.2 Basics for Writing Club Reports

The basics for report writing include:

- Utilize the current report form (older versions will not be accepted)
- Utilize a **12-point Georgia or Ariel font** (GFWC Stylebook, November 2015);
- Each report is limited to 3-pages;
- Can be either single or double spaced;
- No photographs with reports will be accepted;
- Reports are to be submitted electronically. 1 set of hard copies will be accepted if the reports need to be scanned. More information on how to do this is included under Section 3.5.

3.3 How to Complete the Club Reports

All the information has been gathered and now the time has come to write the reports. Let's divide the report into 3 sections: Part 1 – Header Section, Part 2 - GFWC Statement, and Part 3 – Writing About Each Project. A copy of the CFWC form is attached as Appendix A.

3.3.1 Part 1 - Header Section

The header section of the annual report form is straight forward. All this section includes is filling in the blanks. The information to know includes:

- Name and position of report writer
- Address of report writer (using the club house address is fine too)
- Email and phone number of the report writer
- Full legal name of the Club as listed in District and CFWC Yearbooks. Do not use the Club acronym. There are many Clubs around California, who have similar acronyms. Assume the people reviewing this report know nothing about your Club.
- Number of members as listed in District and CFWC Yearbooks. You may have more, but the number of members to be listed is what the Club had at the time the Yearbooks were generated.
- The GFWC Mount Diablo District resides in CFWC Area A.
- For the title of the report, list the full title as shown in Section 2.0.

3.3.2 Part 2 – GFWC Statement

Directly below the header section is where the required GFWC Statement is written. This statement summarizes the core values of your Club. The best description of this

statement is if you were on stage and had 30 seconds to describe your Club, then **14** what would you say? Or another way to look at this, if you were in an elevator and had the length of the elevator ride to describe your Club, then what would you say to prospective members in that elevator?

There are two ways to approach this statement. Your Club can come up with one generic statement that can be cut and pasted into each report. Or your Club can tailor each GFWC statement per report. This is up to the Club to decide how to do this.

Though this is lengthy, here is an example of one of the GFWC Statements utilized for the GFWC Mount Diablo District Chair reports where the whole District is described:

The GFWC Mount Diablo District was organized in 1956. Our large district is comprised of eighteen clubs representing all or parts of five counties in Northern California: Contra Costa, San Joaquin, Mendocino, Napa and Alameda Counties. Our District is diversified in agriculture, corporate environment, large and small businesses, technology and viticulture. The district general meetings are held bi-monthly and hosted by different clubs at their selected locations, excluding December and the summer months. The GFWC Mount Diablo District stands by our mission to unite the GFWC clubs of the district, by promoting educational programs of oral and civic interest among clubs and their members for the betterment of our communities and to ensure the influence of our great organization.

3.3.3 Part 3 – Writing About Each Project

Under the header section, there are instructions on the form, which includes a header format for each project. The instruction should be deleted and the GFWC Statement should be added here. The header format should be copied and pasted for each project listed on the report.

For writing up the project(s), the description might only be a few sentences to several paragraphs depending on the report. For writing up the report, the writer should think like a journalist. Each project write-up should contain the following information:

- Who was involved? This includes other organizations and/or community members, and the number of Club members involved.
- What was the purpose of the project?
- Where was the project completed?
- When was this project completed?
- How was the project completed?
- Why was the project completed?

The people judging the reports are provided the following criteria to ask themselves while they review the reports:

- Was the project successful? There is no such thing as a bad project. A lot can be learned from unsuccessful projects. Can you describe how the project can and will be improved and provide goals on how to improve the next opportunity. An example of this may be a fundraiser that barely broke even. It may be the date of the fundraiser conflicted with other community events. If the Club chooses to do this project again, they may decide they will check community calendars, and local school events before setting up a date.
- Were other organizations or clubs involved?
- What was the need for the project?
- Was the project new, different, creative or special?
- Who benefited? Another group, the club or both?
- Dollars, In-Kind or Hours donated?
- Goals? Were the goals met? If not, why?
- What were the obstacles and what did the Club do to overcome them?
- Who in the Club worked on the project? 2 members, 25 members, or all members?
- How long did it take to do the project? 2 hours or 6 months?

3.4 Helpful Hints for Writing Club Reports

There are a lot of resources on how to improve report writing. This Section includes some of the helpful documents handed out to the Clubs for the last few years.

3.4.1 Seven C's of Report Writing

The *Seven Cs of Report Writing*, which is courtesy of the *California Associations of Licensed Investigators Journal*, has been provided for the last few administrations. This includes:

1. COMPLETE – Use one main idea in a sentence and one idea in each paragraph. Be clear what is being written about.
2. CONCISE – Delete unnecessary words, trite phrases, and redundancies. 3 pages can be easily and quickly filled. Remove unnecessary language to ensure that all your projects may be included. Keep the key points you want to convey.
3. COHERENT – Organize the description of the project. One recommendation would be to go in chronological order such as describing the planning, execution, then final result of the project. Throwing in a lot of unanchored detail can confuse the reader.
4. CONCRETE – Use active words. Say what your Club did. Avoid passive or abstract words.
5. COURTEOUS – Watch the tone. Keep the report positive. Avoid tactless, demeaning and patronizing language, sexist or other offensive terminology, inappropriate humor, accusatory tone, terse wording, and arrogant phrasing.
6. CLEAR – Construct clean, unambiguous sentences. Make sure your subject and verb agree. Minimize use of pronouns, jargon, slang, and acronyms.
7. CORRECT – Make sure your writing is mechanically correct with regard to spelling, grammar, usage, punctuation, and format.

3.4.2 Principles of Good Report Writing

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The *Principles of Good Report Writing*, which is courtesy of the *Sacramento Regional Public Safety Training Center's "Background Investigations of Civilians by Private Investigators"*, has been provided for the last few administrations. This includes:

1. Know your purpose – explain why your projects fall into the specific report category.
2. Know your audience – assume no one reading the report is familiar with your Club.
3. Choose and organize your content around your purpose and audience – explain why your projects goes under a specific report. Example: your fundraiser may have had a membership drive component. On the membership report, explain the membership drive component as compared to all the details on the fundraiser. The details of the fundraiser would go under the fundraiser report.
4. Write clear and precisely – use active voice and action verbs, explain what you did. Break the ideas up into paragraphs and use appropriate language.
5. Don't introduce unnecessary complications such as:
 - a. Make sure nouns and verbs agree
 - b. Reasonable sentence length (typical sentence should be approximately 25 words)
 - c. Write positively
 - d. Avoid long noun strings
 - e. Check for parallelism (use synonyms without using the same words repeatedly)
6. Use good page design
7. Think visually – look at your report and ask yourself, “Do I want to read this?”

3.5 Completing the Statistical Report

These projects are for our clubs nationwide to support.

This report is due to the GFWC Mount Diablo District President **by the January District Meeting**. A copy of the statistical report form is available on the district website gfwcmountdiablodistrict.org and cfwc.org.

3.6 How to Submit Club Reports Electronically

All annual reports need to be electronically submitted to **the District 1st Vice-President before or the day of the January District Meeting**. The District 1st Vice-President will submit all the Club reports to the District Chairs and then to CFWC Chairs.

For this current administration, the stance of the District 1st Vice-President is that any form of the reports will be accepted. Here is a list of the following ways the reports may be accepted:

- Pdf file titled the following way “2026 GFWC Mount Diablo District [report name] [Club Name]”
- Pdf file, no specific title
- Not preferred-handwritten **legible** hardcopy (1st VP will scan the documents)
- Pdf file from free scanner camera phone app – take a picture of reports, which converts pictures to pdf files, and email or text to 1st Vice-President

- Word file documents (1st Vice-President will convert to pdf file)
- Other ideas? Contact 1st Vice-President to discuss

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4.0 WHAT DOES A DISTRICT CHAIR DO?

A District Chair is a fun position. It is a position that can be as big or small as the Chair would like. This is a good introduction to how the District works as compared to the individual Club. If anyone is interested in becoming a District Chair, please contact the District President or 1st Vice-president.

The **District Chair** has 3 requirements to meet, which include the following:

1. Initiating a district wide project and being a point-of-contact on that project;
2. Complete the District Report and submit to 1st Vice-President by Jan. 20th ;
3. Have the Club reports judged in January and send the results to the District 1st Vice-President by January 23rd.

4.1 Initiating a District Wide Project

As a District Chair, you get to choose and manage a district wide project. You can do as many of these projects for any length of time you choose through the current administration. If ideas are forthcoming, the District President or 1st Vice-President can assist with ideas. GFWC and CFWC Chairs have projects they are rolling out to the states, districts and clubs. This can be as straightforward as rolling out the current project at these levels.

As a Chair, you will need to inform the District of the project(s). This can be done by generating a flyer to be distributed through the e-blast mailing system, an article in the District Newsletter, *The Beacon* and making a short presentation during a District Meeting.

Once the project has been rolled out, the Chair will act as the point-of-contact for the Clubs to obtain more information. Again, you will have the District Board to assist you as well as the CFWC Chairs.

4.2 Completing District Report

Once you have rolled out your project(s), write up a report on what you did and what you plan to do in the following calendar year. This report is completed in the same manner as described in Section 3.0. *Hint: Do not summarize what the Clubs did based on the Club reports in the report.* The *CFWC District Award Entry Form* is attached as Appendix C.

4.3 Judging Club Reports

The final requirement of being a District Chair includes having the Club reports related to your Chair position judged for the District Contest, which is announced during the District Convention held in April each year. All the Club reports are due at the January District Meeting. The Chairs have until January 30th to complete the judging of the reports.

The District 1st Vice-President is the Dean of the District Chairs. This person is available to assist you with judging and to go over the process.

5.0 REFERENCES

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CFWC. 2026. California Federation of Women's Club, *California Federation of Women's Club Yearbook*, 2026-2028 Administration, issued September 2026.

GFWC. 2026. General Federation of Women's Clubs, *GFWC Manual*, 2026-2028 Administration, issued July 2026.

GFWC. 2015. General Federation of Women's Clubs, *GFWC Stylebook*, Updated November 2015.

LIST OF APPENDICES

Appendix A	GFWC In-Kind Donation Guide
Appendix B	CFWC Where to Report It
Appendix C	Samples of Interactive Report Forms

The 2026 Report Forms are usually available in October on the gfwcmountdiablodistrict.org

(When the CFWC releases them to the Districts.)

Appendix A

GENERAL FEDERATION *of* WOMEN'S CLUBS



Appendix A in the
Report Writing
Handbook

GFWC In-Kind Donation Guide

This guide is to be used in conjunction with the standard GFWC reporting form. Please note that these are estimated numbers of item worth, based upon quantities provided by the Salvation Army, and not exact figures of definitive monetary value. This chart is merely a reference and is by no means exhaustive; if an item in question cannot be found here, utilize a similar item and value for your reporting figures. For any questions regarding this process, please contact the Programs Department at 202-347-3168 or **Programs@GFWC.org**.

Appliance Donations

APPLIANCE DONATIONS	LOW (WELL USED)	HIGH (NEW)
AIR CONDITIONER	\$20.00	\$90.00
DRYER	\$45.00	\$90.00
ELECTRIC STOVE	\$75.00	\$150.00
GAS STOVE	\$50.00	\$75.00
HEATER	\$7.50	\$22.00
MICROWAVE	\$10.00	\$50.00
REFRIGERATOR (WORKING)	\$75.00	\$200.00
T.V. (COLOR, WORKING)	\$75.00	\$225.00
WASHING MACHINE	\$40.00	\$150.00

Furniture Donation

FURNITURE DONATION	LOW (WELL USED)	HIGH (NEW)
BED (FULL, QUEEN, KING)	\$50.00	\$170.00
BED (SINGLE)	\$35.00	\$75.00
BEDROOM SET (COMPLETE)	\$200.00	\$1,000.00
CARRIAGE	\$5.00	\$75.00
CHAIR (UPHOLSTERED)	\$25.00	\$75.00
CHEST	\$25.00	\$95.00
CHINA CABINET	\$85.00	\$300.00
CLOTHES CLOSET	\$15.00	\$50.00
COFFEE TABLE	\$15.00	\$65.00
CRIB (W/MATTRESS)	\$25.00	\$75.00
DESK	\$25.00	\$140.00
DINING ROOM SET (COMPLETE)	\$150.00	\$900.00
DRESSER W/MIRROR	\$20.00	\$75.00
END TABLE	\$10.00	\$50.00
FOLDING BED	\$20.00	\$60.00
HI RISER	\$35.00	\$75.00
HIGH CHAIR	\$10.00	\$50.00
KITCHEN CABINET	\$25.00	\$75.00
KITCHEN CHAIR	\$2.50	\$10.00
KITCHEN SET	\$35.00	\$170.00
MATTRESS (DOUBLE)	\$12.50	\$75.00
MATTRESS (SINGLE)	\$15.00	\$35.00
PLAYPEN	\$3.75	\$30.00
RUGS	\$20.00	\$90.00
SECRETARY	\$50.00	\$140.00
SLEEPER SOFA (WITH MATTRESS)	\$85.00	\$300.00

SOFA	\$35.00	\$200.00
TRUNK	\$5.00	\$70.00
WARDROBE	\$20.00	\$75.00

Household Goods Donation

HOUSEHOLD GOODS DONATION	LOW (WELL USED)	HIGH (NEW)
BAKEWARE	\$1.00	\$3.00
BEDSPREAD/QUILT	\$3.00	\$24.00
BLANKET	\$3.00	\$15.00
CHAIR/SOFA COVER	\$15.00	\$35.00
COFFEEMAKER	\$4.00	\$15.00
CURTAINS	\$1.50	\$12.00
DRAPES	\$6.50	\$40.00
FIREPLACE SET	\$20.00	\$80.00
FLOOR LAMP	\$6.00	\$50.00
GLASS/CUP	\$0.50	\$1.50
GRIDDLE	\$4.00	\$12.00
KITCHEN UTENSILS	\$0.50	\$1.50
LAMP	\$5.00	\$75.00
MIXER/BLENDER	\$5.00	\$20.00
PICTURE/PAINTING	\$5.00	\$200.00
PILLOW	\$2.00	\$8.00
PLATE	\$0.50	\$3.00
POT/PAN	\$1.00	\$3.00
SHEETS	\$2.00	\$8.00
THROW RUG	\$1.50	\$12.00
TOWELS	\$0.50	\$4.00

Men's Clothing Donation

MEN'S CLOTHING DONATION	LOW (WELL USED)	HIGH (NEW)
JACKET	\$7.50	\$25.00
OVERCOAT	\$15.00	\$60.00
PAJAMAS	\$2.00	\$8.00
RAINCOAT	\$5.00	\$20.00
SHIRT	\$2.50	\$12.00
SHOES	\$3.50	\$25.00
SHORTS	\$3.50	\$10.00
SLACKS	\$5.00	\$12.00
SUIT	\$15.00	\$60.00
SWEATER	\$2.50	\$12.00
SWIM TRUNKS	\$2.50	\$8.00
TUXEDO	\$10.00	\$60.00
UNDERSHIRT	\$1.00	\$3.00
UNDERSHORT	\$1.00	\$3.00

Women's Clothing Donation

WOMEN'S CLOTHING DONATION	LOW (WELL USED)	HIGH (NEW)
BATHING SUIT	\$4.00	\$12.00
BATHROBE	\$2.50	\$12.00
BLOUSE	\$2.50	\$12.00
BOOTS	\$2.00	\$5.00
BRA	\$1.00	\$3.00
COAT	\$10.00	\$40.00
DRESS	\$4.00	\$20.00
EVENING DRESS	\$10.00	\$60.00
FOUNDATION GARMENT	\$3.00	\$8.00
FUR COAT	\$25.00	\$400.00
FUR HAT	\$7.00	\$15.00
HANDBAG	\$2.00	\$20.00
HAT	\$1.00	\$8.00
JACKET	\$4.00	\$12.00
NIGHTGOWN	\$4.00	\$12.00
PANTS SUIT	\$6.50	\$25.00
SHOES	\$2.00	\$25.00
SKIRT	\$3.00	\$8.00
SLACKS	\$3.50	\$12.00
SLIP	\$1.00	\$6.00
SOCKS	\$0.50	\$1.25

SUIT	\$6.00	\$25.00
SWEATER	\$3.75	\$15.00

Children's Clothing Donation

CHILDREN'S CLOTHING DONATION	LOW (WELL USED)	HIGH (NEW)
BLOUSE	\$2.00	\$8.00
BOOTS	\$3.00	\$20.00
COAT	\$4.50	\$20.00
DRESS	\$3.50	\$12.00
JACKET	\$3.00	\$25.00
JEANS	\$3.50	\$12.00
PANTS	\$2.50	\$12.00
SHIRT	\$2.00	\$6.00
SHOES	\$2.50	\$8.75
SKIRT	\$1.50	\$6.00
SLACKS	\$2.00	\$8.00
SNOWSUIT	\$4.00	\$19.00
SOCKS	\$0.50	\$1.50
SWEATER	\$2.50	\$8.00
UNDERWEAR	\$1.00	\$3.50

Miscellaneous Item Donation

MISCELLANEOUS ITEM DONATION	LOW (WELL USED)	HIGH (NEW)
ANSWERING MACHINE	\$10.00	\$30.00
BICYCLE	\$5.00	\$80.00
BOARD GAME	\$1.00	\$3.00
BOOK (HARDBACK)	\$1.00	\$3.00
BOOK (PAPERBACK)	\$0.75	\$1.50
CD	\$2.00	\$5.00
COMPUTER MONITOR	\$5.00	\$50.00
COMPUTER PRINTER	\$5.00	\$150.00
COMPUTER SYSTEM	\$75.00	\$400.00
COPIER	\$40.00	\$200.00
DVD	\$2.00	\$5.00
DVD PLAYER/VCR	\$8.00	\$15.00
EDGER	\$5.00	\$25.00
GOLF CLUBS	\$2.00	\$25.00
ICE SKATES	\$3.00	\$15.00
LUGGAGE	\$5.00	\$15.00
MOWER	\$25.00	\$75.00

MOWER (RIDING)	\$75.00	\$300.00
RADIO	\$7.50	\$50.00
ROLLER BLADES	\$3.00	\$15.00
SEWING MACHINE	\$15.00	\$85.00
STEREO	\$15.00	\$75.00
STUFFED ANIMAL	\$0.50	\$1.00
TENNIS RACKET	\$2.00	\$5.00
TYPEWRITER	\$5.00	\$25.00
UMBRELLA	\$2.00	\$6.00
VACUUM CLEANER	\$15.00	\$65.00

All donations of appliances, electronics and equipment are assumed to be working, and all clothing and furniture donations in good condition.

ADVOCATES FOR CHILDREN PROJECTS

- Adopt-a-Village
- Baby Sitting Classes; Boys & Girls Clubs/Scouts; Buckle-up Buddies; Bullying
- CASA -Court Appointed Special Advocate; CARE International; Childreach Child Care Centers: Child Safety Seat Donor Program: Drug Free Youth: Cure Internationally
- Emergency Medical Services - Children
- Food Pantries and Food Banks: Feeding Hungry Children; Foster Care
- Girls on the Run International
- Heifer Project International*
- Human Trafficking - UN Fund for UNICEF*
- March of Dimes* My Stuffed Bags
- Operation Smile International*
- National Foster Parent Association
- Prevent Child Abuse America* (Pinwheels for Prevention): Plan USA: Project Concern
- SADD- Students Against Destructive Decisions; Safe Kids; School and Day Care Center Volunteers: Self-Image Program Children; Special Olympics
- St. Jude Children's Hospital*; Save the Children; Shot@ Life*; Sister Cities Activities; Sponsor A Child
- Treads of Love
- UNICEF & Any United Nations work
- Youth Suicide Prevention

DOMESTIC VIOLENCE & SEXUAL ASSAULT AWARENESS & PREVENTION PROJECTS

- Battered Women/Children's Shelters
- Cell Phone Donations
- Child Abuse; Elder Abuse; Family Violence; Teen Violence
- Human Trafficking
- National Center on Elder Abuse; National Coalition against Domestic Violence National Network to End Domestic Violence
- Saving Promise: Senior Citizens Safety, Security and Dignity Sex Trafficking & Assault Education; Sexual Abuse/Assault Shelters: Stalking; Step Away From Abuse; Survivor Scholarships Violence Against Women and Children

ARTS & CULTURE PROJECTS

- Arts & Crafts Shows, Art Scholarships, Artists-in-Residence Council for Art Education; Creative Writing Contests Flower Arranging, Interior Decorating
- GFWC/CFWC Music Competition; Young Musician's Scholarship
- Journaling
- National Museum of Women in the Arts, Murals
- Photography Contests Shows Save Outdoor Sculptures; Scrapbooks for Individuals
- The Painted Turtle Camp Pillows and Blankets

- VSA-Very Special Art

CIVIC ENGAGEMENT PROJECTS

- American Indians
- Armed Forces/Military
- Bicycle Safety
- California Historic Landmark/History; Candidate Forums
- Cell Phone Donations for Safety
- Census Work; Voter Registration; Chamber of Commerce Club Membership
- Citizenship Participation; City Council: Civic Committees; Coalition Against Bigger Trucks; Community Concerns; Consumer Fraud for Older Americans;
- Crime Prevention/Stopppers; Criminal Justice Issues
- Ethnic Clubs & Groups; Exchange Students
- Daughters of the American Revolution; Disaster Preparedness/Car Kits; Driving Safety Drug Abuse/Awareness; Drug Demand Reduction Program; Drug Related Crime Earthquake Preparedness; Elections
- Flags, Flag Etiquette; Fire Safety; Fraudulent Business Practice
- Graffiti -prevention
- Highway Safety Programs; Home Security
- History of Organizations (not Women's Organization)
- Juvenile Courts, Probation
- Kettering Foundation*
- Law Enforcement/Explorers/Gang Abolishment
- IVIADD - Mothers Against Drunk Driving; Monument Restoration; Museums National Heritage; National Highway Safety; National Holidays; National Night Out National Safety Belt Coalition; National Victims' Rights Week; Navy League Neighborhood Watch
- Operation Care Package; Operation Cookie; Operation Coupon Operation Phone Home Patriotic Activities/Celebrations; Pledge of Allegiance; Pornography; POW-MIAs Restoration of Community Buildings
- Safety for drivers, vehicles, bicycles, in water & fire; Search Dog Foundation
- Self Defense Classes; Senior Citizens; Sew Much Comfort* Sex Discrimination
- Support the Military and Veterans
- Tutoring for Citizenship
- War Memorials; Water Safety; Women in Military Service, WIMSA; Woman for Women International
- United Nations Association of the USA
- USO, VAVS - Veterans Affairs Volunteer Service; Veterans' Activities/Assistance

EDUCATION & LIBRARIES PROJECTS

- Accelerated Reading Program; Adult Studies Classes; ASPIRE; Book Clubs/Review Book Week; Box Tops for Education Dr. Seuss, Read Across America
- American Field Service -AFS
- Cultural Exchange
- Educational Scholarships; Elderhostel
- ESO
- EDGE or HOBY*

- Illiteracy (prevention/tutoring)
- Lending Libraries: Let's Read: Library Associations, Friends of the Library, Adopt a Library, Literacy Day, Literacy Volunteers of America
- Mentoring USA
- National Storytelling Association
- Northern California Youth Leadership Seminar - NCYLS
- Reading aloud to others, RIF- Reading is Fundamental, Reading Rockets
- School Volunteers
- World Learning, Inc. Youth for Understanding

ENVIRONMENT PROJECTS

- Adopt-a-Beach, Highway, Parks; Air Pollution; America the Beautiful Fund;
- Animal, Rescue and Management, SPCA; Adopt a Shelter Pet
- Arbor Day
- Beautification Community Projects; Botanical Signs for Parks, Open Spaces, etc. California Division of Forestry; California State Park System; Capitol Tree Project Carpooling; Cemeteries; Community Gardens, Composting
- Earth Day; Earthspeak; Energy Awareness/ Environmental Issues; Energy Conservation; Edison Projects
- Ozone Depletion
- Forest/Timber Policy
- Global Environmental Issues; Golden Broom Award; Graffiti (cleanup) Holiday Tree Recycling; Humane Society of the United States
- Keep American Beautiful Projects
- KIND News
- Landscaping; Litter Prevention; Memorial Gardens
- Nature Generation
- Outdoor Learning
- Penny Pines; Playgrounds; Public Land Protection
- *Fick Up Three*; Living Classroom Rails to Trails Conservancy Recycling; Reduction of Landfill Rose Gardens
- Sanitary Landfill; Save the Rainforest, Save Redwoods; Seedlings of Hope; Smokey Bear
- Save the Honeybees
- T1-ee City USA
- Waste Disposal Sites; Water Issues; Woodsy Owl
- Yard of the Month Contest

HEALTH & WELLNESS PROJECTS

- AA.RP: Adopt-a-Family: Adult Day Care; AIDS/HIV: Anti-Smoking Campaign
 - Blood Banks; Bone Marrow Registry; Braille: Burn Centers/Foundations
 - Canine Companions for Independence & Service Dog Programs; Comfort Pillows: Consumer Issues
 - Disabled Persons- Helping, Supporting & getting Transportation; Dress For Success and Working Wardrobes
 - Easter Seals: Elder Care; Estate Planning
-

- Financial Planning; Food Pantries and Food Banks
- Gerontology; Go Red for Women; Guide Dogs
- Girls Love Mail
- Habitat For Humanity; Health Agencies; Heart Truth, The Little Red Dress: Homeless Issues & Shelters: Hospice; Hospitals, Clinic, Screening
- Identity Theft Prevention; Insurance Management and Planning
- Learning Disabilities; Life Flight; Living Wills, Durable Power of Attorney
- Long Term Care Planning
- Make-a-Wish
- Meals on Wheels
- Nursing Homes: Nutrition
- Organ Donor Programs; Operation Shoe Fly
- Phishing - online identity theft; Prayer Breakfasts
- Red Cross; Ronald McDonald Houses
- Scamming; Self-Image Programs for Adults; Seniors Assisted-Living Homes Sexually Transmitted Diseases (STDs): Social Security; Stress Management Classes
- Theft Prevention
- Vial of Life
- Women's Institute for a Secure Retirement; WOW/WOW4U2; World Food Day

COMMUNICATIONS & PUBLIC RELATIONS PROJECTS

- Banners- creating or buying & using them; Bulletins, Club Displays in public places Club Profiles, Club Websites, Facebook, Pinterest, and Twitter Pages
- Federation Day Proclamations (April 24th)
- GFWC Road Signs: GFWC/CFWC Clubwoman Magazine Handouts & Flyers for the clubs, District. CFWC or GFWC Internet Networking Sites other than those listed Logos, Using GFWC or CFWC logos
- Newsletters, Club & District; Newspaper Articles
- Profiles, Club/District; Public Speaking about CFWC
- Wearing GFWC/CFWC T-shirts, scarves, hats or other logo items
- Zoom or other electronic meetings

MEMBERSHIP PROJECTS

- Federation Day, April 24th Activities
- Financial Support Members
- Inspirations: International Clubs
- Memorial Ceremonies
- Orientations for new & established members; Volunteers Recognition
- Projects to get new members

LEADERSHIP PROJECTS

- Active Community Leadership; Agendas, Preparing for meetings
- Board Meetings: Preparation & Attendance
- Club & District Administration; Convention Delegates
- Federation Libraries: Federation Meetings; Financial Support for Officers

- Leadership Workshops Mentor Programs in Clubs Nominating Committees
- Parliamentary Procedure & Training; Procedure Books for Officers & Chairmen
- Protocol
- Workshops - Attend, Preparing & Presenting

LEGISLATION & PUBLIC POLICY

- Advocacy and Public Policy
- Court Watch
- Foreign Policy
- Legislative Alerts GFWC & CFWC; Letter Writing Campaigns; Lobbying of Elected Officials
- Resolutions - Development, Review & Study
- VAWA

WOMEN'S HISTORY & RESOURCE CENTER (WHRC) PROJECTS

- Club & District History; Celebrations Honoring Clubwomen
- Donations & Volunteer work for the WHRC
- Historic Clubhouse Restorations & Clubhouse Tours Histories of GFWC or CFWC Members, Clubs, District Scrapbooking of Club History
- International Women's Hall of Fame
- Volunteer service or donations to Women's History

***GFWC AFFILIATE ORGANIZATION, report under program that best suits your project.**

- *Heifer International*
- *HOBY*
- *March of Dimes*
- *Operation Smile*
- *Prevent Child Abuse America (PCAA)*
- *Saint Jude's Children's Research Hospital*
- *UNICEF: Shot @ Life Campaign*
- *Alzheimer's Association*



CALIFORNIA FEDERATION OF WOMEN'S CLUBS
CLUB AWARD ENTRY COVER SHEET *Annual*
Reporting January 1-December 31, 2026



CALIFORNIA FEDERATION OF WOMEN'S CLUBS
CLUB AWARD ENTRY COVER SHEET Annual
Reporting January 1-December 31, 2026

Chairman: Jane Doe		Club: GFWC Happy Club	
Number of Members (from CFWC Yearbk): 42		District: GFWC Mount Diablo	Area: A
Club Position: Chairman			
Reporter's Address: 123 Main Street			
City: San Contra		State: CA	Zip: 99999
Email: janedoe@gmail.com		Phone: (209) 555-5555	
EDUCATION and LIBRARIES			

The GFWC Happy Club of Mount Diablo District was founded in 1933 (organized originally as the Happy Club of the Valley).

You state here your mission, when you meet and a bit about your community. Is is agriculture, tech, a combination of things. Here is the MDD District one as a sample.

"The GFWC Mount Diablo District was organized in 1956. Our large District is comprised of nineteen clubs which includes one affiliate club representing five counties in Northern California: Contra Costa, San Joaquin, Mendocino, Napa and Alameda County. Our District is diversified in agriculture, corporate environment, large and small businesses, technology and viticulture. The District general meetings are held bi-monthly and hosted by different clubs at their selected locations, excluding December and the summer months. The Mount Diablo District stands by our mission to unite the GFWC clubs of the District. To promote educational programs of oral and civic interest among clubs and their members for the betterment of our communities and to ensure the influence of our great organization."

You can look at past reports for your local club's statement. Do update it as needed.

Project Title: Scholarships for High School Seniors Fundraiser Hours: 167 Donated: \$10,000 InKind: \$670

The annual Happy Club Crab Feed was held to raise funds to donate to high school seniors at four local high schools. 10 members on the committee planned for months and \$10,000 was raised from our little community. Members and local businesses donated prizes for drawings including a trip to Disneyland. The crab was donated by three local businesses. Salad fixings and asparagus were donated by four area farmers. 22 Members made the desserts. The whole community was involved and 200 tickets were sold for the dinner. 10 seniors were given \$1000 scholarships. This annual event really brings the club and our community together.

Project Title: EDGE (Explore, Develop, Grow and Empower) Seminar Hours 30 Donated: \$ 2100
Four sophomore students were selected to attend a weekend seminar at the UC Berkley campus in June of 2026.

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.

CLUB NAME: _____

PROJECT NAME: _____ YEAR _____

CHAIRMAN/CO CHAIR(S)_____

SERVICE AREA: _____ **ADVANCEMENT AREA:** _____

[illegible]

MEMBER NAME: _____

PROJECT NAME: _____ **YEAR** _____

ADVANCEMENT AREA:

[illegible]