

CLUB PRESIDENTS REPORTING GUIDE
2022
(January 1 – December 31)

Report Deadline to GFWC Michigan: **February 1, 2023**

PREPARATION OF REPORTS:

1. HONOR SCORE FORM

- Go to <https://www.gfwcmi.org/members/forms/>
- Scroll down to: **“The following Membership and Reporting forms are not in the Yearbook Honor Score Form (Excel-fillable)”**
- Honor Score Form – complete this fillable form by entering the numbers of your club’s programs & projects (+ misc. club info.) in 2022. **This form will automatically add your points for each page & give you a grand total on page 3.**
- The completed HONOR SCORE FORM is part of your reporting packet you will send to the GFWC Michigan President & 1st Vice President. **DO NOT** send any reports to GFWC International.
- Clubs are awarded recognition certificates at the State Convention based on total points.

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2. STATISTICAL REPORT FORM

- Go to <https://www.gfwcmi.org/members/forms/>
- Scroll down to: **“The following Membership and Reporting forms are not in the Yearbook GFWC MI Statistical Report Form (Excel-fillable)”**
- **Statistical Report Form – complete this form to clarify your programs/projects and where they need to be reported**
- **After you click the dropdown box for your club name, the Form will automatically fill in your correct membership category and number of members:**
 - Category 1: 1-20 Members Category 2: 21-40 Members**
 - Category 3: 41-99 Members Category 4: 100+ Members**
- **For each program your club is reporting in, this form will automatically total the number of projects, hours, dollars donated, and in-kind donations.**
- **The completed STATISTICAL REPORT FORM is part of your reporting packet you will send to the GFWC Mi President & 1st Vice President. DO NOT send to GFWC International.**

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3. REPORT NARRATIVES

- Go to <https://www.gfwcmi.org/members/forms/>
- Scroll down to: **“The following Membership and Reporting forms are not in the Yearbook GFWC MI Narrative Report Form (Excel-fillable)”**
- **Headers will now automatically be filled in for you**
- **No more than 3 pages, single spaced per heading (i.e. Membership, Fundraising, etc.)**
- **Font size no less than 10 point**
- **Use multiple boxes to fit your narrative on the Reporting Narrative Form - the box DOES NOT get larger**
- **DO NOT include support materials, photos, notebooks, etc.**
- **Hours spent in travel to & from regular meetings should not be reported**
- **Community events or meetings not affiliated with GFWC that are attended by ONE Club Member SHOULD NOT BE REPORTED**
- **Narratives should have a thorough description of the event/ dept./program including: HOW it was advertised if applicable, WHERE it took place, WHY (the goal), WHO participated or attended, & Something special, interesting, unique, creative... STAND OUT!**

- **Narratives are not required, but necessary to be judged for recognition at the District & State level for awards. They are also a wonderful history of the work of your club & its story!**
- **The completed REPORT NARRATIVE FORMS are part of your reporting packet you will send to the GFWC MI President & 1st Vice President. DO NOT send to GFWC International.**

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4. SENDING YOUR COMPLETED PACKET :

GFWC NARRATIVE, STATISTICAL FORM, & HONORSCORE SHEET

- **Completed club report packet should be emailed (preferred) to:**
 - **President Kathy Lewis kmlew22@gmail.com**
 - **1st Vice President Rae Lynn Hicks raelynH99@gmail.com**
- **Reports may be sent by regular mail, but **must be postmarked no later than February 1, 2023** to:**
 - **GFWC MI President
Kathy Lewis
4665 Green Dr.
South Channel
Harsens Island, MI 48028 and**
 - **GFWC MI 1st Vice President
Rae Lynn Hicks
8373 Miller Rd**

Swartz Creek, MI 48473

- **If you are only reporting the Honor Score Sheet & Statistical Form, please follow the above guidelines as well.**
- **NO REPORTS are to be sent to GFWC International!**
- **All narratives will be forwarded to your District President, State Chairs, and 2nd Vice President Diane (Membership), by 1st V.P. Rae Lynn as they are received.**

Questions:

**Rae Lynn Hicks:
Home phone (810) 635-3569
Cell (810) 869-7546
raelynH99@gmail.com**