

DISTRICT PRESIDENTS REPORTING GUIDE

2022

(January 1 – December 31)

Judged Report Results Deadline: March 15, 2023

WHAT YOU NEED TO KNOW:

- In early February GFWC Michigan 1st Vice President will email you all the reports from your district to be judged
- Included will be 4 Judges Score Forms, 1 for each Club Category
 - Category I: 1-20 members Category II: 21-40 members
 - Category III: 41-99 members Category IV: 100+ members
- Also included will be the “Guidelines for Judging” to be used by the Judges you select to determine points awarded

REPORT JUDGING:

- **Start early** and select 2 or 3 unbiased (**non-GFWC**) **judges** to read and score report narratives
 - Send reports from **1 or 2 Categories to each judge** with the coordinating Judges Score Forms included with reports
 - Be sure to provide each with Judging Guidelines form
 - Judges will then read reports in the category they were given, determine points, and add total points per club to determine a 1st, 2nd, and 3rd place winners in each Category
 - If only 3 clubs reported in a category, then **each** club earns either 1st, 2nd, or 3rd place!
 - Set a return date **before March 15th** for Judges to return results to you so you can start your part of the process (see “District President Responsibilities when Judges Return Results” on next page)

DISTRICT PRESIDENT RESPONSIBILITIES WHEN
JUDGES RETURN RESULTS

Judged Report Results due to GFWC MI: **March 15, 2023**

ONCE YOUR JUDGES RETURN THE REPORT RESULTS YOU WILL NEED TO:

- **Prepare a list of the winning clubs in each category (as determined by your judges)**
 - **Make sure if there are at least 3 clubs in a category that there are **3 winners!****
- **Email this list to President Kathy Lewis kmlew22@gmail.com AND 1st Vice President Rae Lynn Hicks raelynH99@gmail.com**

1st PLACE CLUBS:

- **Notify the 1st Place Club Presidents by phone AND with a written letter (sample included) as soon as you receive the judged results**
- **Along with the congratulatory letter send each 1st Place Club President the “Club of the Year” Award Form**
- **Inform the 1st Place Club Presidents to read and fill out the Form to vie for the “Club of the Year” at the STATE Level**
- **The completed Form must be sent to:**
 - **President Kathy Lewis kml@wowway.com or 4665 Green Dr., Harsens Island, MI 48028 AND**
1st Vice President Rae Lynn Hicks raelynH99@gmail.com or 8373 Miller Rd., Swartz Creek, MI 48473
- **Deadline for completed Club of the Year information from 1st Place Club Presidents is March 15, 2023**

At the 2023 GFWC Michigan Convention you will announce all the 1st place winners from your District!

The GFWC overall Club of the Year will be announced by State President Kathy Lewis.