

STATE CHAIR REPORT GUIDELINES 2022

(January 1 – December 31)

Your Reporting Deadline to GFWC MI: **March 15, 2023**

State Chairs of the GFWC Michigan Programs/Projects are to promote their programs throughout the year. Clubs will pick up your program and turn them into club projects. You will receive the narratives written by Michigan Clubs to be Judged.

WHAT YOU NEED TO KNOW:

- **By early February GFWC Michigan 1st Vice President will email you all the reports from your CSP, Advancement, or Special Program**
- **Included will be 4 Judges Score Forms, 1 for each club Category**
Category I: 1-20 members Category II: 21-40 members
Category III: 41-99members 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 JUDGES/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 Form 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 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 the Judges to return results to you so you can start your part of the process**

STATE CHAIRS RESPONSIBILITIES WHEN
JUDGES RETURN RESULTS

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 kml@wowway.com AND**
 - **1st Vice President Rae Lynn Hicks raelynH99@gmail.com**
 - **Send by **March 15, 2023 deadline****
 - **if your report is late it will not be accepted**
- **You are asked to attend the upcoming GFWC Michigan Convention to:**
 - **Give a brief presentation about the CSP, Advancement, Program, Contest, or GFWC MI Program you are responsible for**
 - **Announce winning clubs**
 - **If you know you cannot attend, please let the GFWC MI 1st Vice President Rae Lynn Hicks raelynH99@gmail.com know ahead of time**
 - **You will receive specific instructions prior to the Convention from the 1st V.P.**

YOU ARE RESPONSIBLE FOR MORE REPORTING SO **BE SURE TO READ THE NEXT PAGE!**

STATE CHAIR REPORTS TO WRITE

2022

Report Deadline: March 15, 2023

GFWC STATE AWARD ENTRY:

- **Read through all reports you received in your CSP, Advancement, or Special Program**
- **Select your favorite top ten projects**
- **Also create a report that describes the State Federation President or your State Federation Chair project**
- **Go to the GFWCMI.ORG/MEMBERS website and under FORMS find the **2022 GFWC State Award Entry Cover Sheet****
 - **This form is fillable**
 - **Follow instructions of what these reports should consist of**
 - **Send by **March 15, 2023, deadline****
 - **if your report is late it will not be accepted**
- **Email all of the above to:**
 - **GFWC International Chair of your CSP or Program**
 - **GFWC MI President Kathy Lewis kml@wowway.com**
 - **1st Vice President Rae Lynn Hicks raelynH99@gmail.com**

GFWC CREATIVITY ENTRY:

- **Choose ONE narrative that you feel is the most creative club program/project**
- **Go to the GFWCMI.ORG/MEMBERS website and under FORMS find the **2022 GFWC Creative Entry Form****
 - **This form is fillable**
 - **Follow instructions carefully**
 - **Send by **March 15, 2023, deadline****
 - **If your report is late it will not be accepted**
- **Email all of the above to:**
 - **GFWC International Chair of your CSP or Program**
 - **GFWC MI President Kathy Lewis kml@wowway.com**
1st Vice President Rae Lynn Hicks
raelynH99@gmail.com