

## DISTRICT PRESIDENTS REPORTING GUIDE

**2023**

**(January 1 – December 31)**

**Judged Report Results Deadline: **March 15, 2024****

### **WHAT YOU NEED TO KNOW:**

- **In early February GFWC Michigan 1<sup>st</sup> 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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners in each Category**
    - **If only 3 clubs reported in a category, then each club earns either 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place!**
  - **Set a return date before March 15<sup>th</sup> 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, 2024****

**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 3 clubs in a category that there are **3 winners!****
- **Email this list to President Kathy Lewis [kmlew22@gmail.com](mailto:kmlew22@gmail.com) AND 1<sup>st</sup> Vice President Rae Lynn Hicks [raelynH99@gmail.com](mailto:raelynH99@gmail.com)**

**1<sup>st</sup> PLACE CLUBS:**

- **Notify the 1<sup>st</sup> 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 1<sup>st</sup> Place Club President the “Club of the Year” Award Form**
- **Inform the 1<sup>st</sup> 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 [kmlew22@gmail.com](mailto:kmlew22@gmail.com) or 4665 Green Dr., Harsens Island, MI 48028 AND**  
**1<sup>st</sup> Vice President Rae Lynn Hicks [raelynH99@gmail.com](mailto:raelynH99@gmail.com) or 8373 Miller Rd., Swartz Creek, MI 48473**
- **Deadline for completed Club of the Year information from 1<sup>st</sup> Place Club Presidents is March 15, 2024**

**At the 2024 GFWC Michigan Convention you will announce all the 1<sup>st</sup> place winners from your District!**

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