

## STATE CHAIR REPORT GUIDELINES 2023

(January 1 – December 31)

Your Reporting Deadline to GFWC MI: **March 15, 2024**

**State Chairs of the GFWC Michigan Programs/Projects are to promote their programs throughout the year and pass on any information from national chairs. Clubs may use this information for club projects. You will receive any narratives written by Michigan Clubs for judging.**

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

- **By early February GFWC Michigan 1<sup>st</sup> Vice President will email you all the reports from your CSP, Advancement, or Special Programs.**
- **Included will be 4 Judges Score Form worksheets, one 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 guidelines to be used by the judges in the awarding of points.**

### **REPORT JUDGES/JUDGING:**

- **Start early and select 2 or 3 unbiased judges (non-GFWC MI Members) to read and score report narratives.**
  - **Send reports from 1 or 2 Categories to each judge with the coordinating Judges Score form worksheet included.**
  - **Be sure to provide each with the Judging Guidelines.**
  - **Judges will then read reports in the category they were given, determine points, and add total points per club to determine 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners in each Category.**
    - **If only three 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 the Judges to return results to you so you can start your part of the process.**

**STATE CHAIR RESPONSIBILITIES AFTER**  
**JUDGES RETURN RESULTS**

**ONCE YOUR JUDGES RETURN THEIR 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 the following 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) by **March 15, 2024, deadline. If your report is late, it will not be accepted.**
  - **All Judges score form worksheets.**
  - **The list of winning clubs in each category.****
- **You are asked to attend the 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 1<sup>st</sup> Vice President Rae Lynn Hicks [raelynH99@gmail.com](mailto:raelynH99@gmail.com) know ahead of time.**
  - **You will receive specific instructions prior to the Convention from the 1<sup>st</sup> V.P. or President.**

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

**STATE CHAIR REPORTS TO SUBMIT**  
**2023**

**Report Deadline: March 15, 2024**

**GFWC MI STATE AWARD ENTRY:**

- **Read all reports you received in your CSP, Advancement, or Special Program**
- **Select your favorite top ten projects.**
- **Also create a report that describes your State Federation Chair project.**
- **Go to the GFWCMI (TBD) website and under FORMS find the 2023 GFWC State Award Entry Cover Sheet**
  - **This form is fillable.**
  - **Follow instructions as to what these reports should consist of**
  - **Send by March 15, 2024, deadline.**
    - **If your report is late, it will not be accepted.**
- **Email all the above to:**
  - **GFWC International Chair of your CSP or Program.**
  - **GFWC MI President Kathy Lewis [kmlew22@gmail.com](mailto:kmlew22@gmail.com).**
  - **1<sup>st</sup> Vice President Rae Lynn Hicks [raelynH99@gmail.com](mailto:raelynH99@gmail.com)**

**GFWC MI STATE CREATIVITY ENTRY:**

- **Choose ONE narrative that you feel is the most creative club program/project.**
- **Go to the GFWCMI (TBD) website and under FORMS find the 2023 GFWC Creative Entry Form**
  - **This form is fillable.**
  - **Follow instructions carefully.**

- **Send by **March 15, 2024, deadline.****
  - **If your report is late, it will not be accepted.**
- **Email all the above to:**
  - **GFWC International Chair of your CSP or Program**
  - **GFWC MI President Kathy Lewis [kmlew22@gmail.com](mailto:kmlew22@gmail.com)**  
**1<sup>st</sup> Vice President Rae Lynn Hicks**  
**[raelynH99@gmail.com](mailto:raelynH99@gmail.com)**