

INSTRUCTIONS FOR COMPLETING
THE GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD
found on pages 94 -96 and the GFWC Virginia Website (www.gfwcvirginia.org)

1. Complete the top section of the form, providing all requested information.
 - Specify the name of the Club and District
 - Specify the name of the Club President, her phone number, and email address
 - Check General Club, Junior Club, or Juniorette Club and specify the number of members in the club for which dues were paid **as of May 31 of last year.**
 - For the GFWC Special Projects, GFWC Community Service Programs, and GFWC Advancements Areas, provide the statistical data for **ALL** areas in which the club participated. **Note that the statistics for each GFWC Partnership and each GFWC Endorsed Fundraiser are listed separately.**
 - This document serves a two-fold purpose. In addition to providing the statistical data needed for reporting, it is an historic document that is bound and retained by GFWC Virginia Headquarters.

2. Total the statistics for **ALL** reporting areas and enter the information on the applicable line of the GFWC Virginia Statistical Form – Annual Club Record.
 - **Number of Projects** is the number of programs and projects initiated by and participated in by the club.
 - **Volunteer Hours** is the total amount of time that **ALL** members worked on club approved programs and projects.
 - **Dollars Donated** is the monetary amount given to programs and projects.
 - **In Kind Donations** reflects the monetary value for goods provided to programs and projects. Please refer to the GFWC In Kind Donation Guide posted on the GFWC Virginia Website for an estimated value of commonly donated items. In Kind Donations also include unreimbursed mileage at the rate currently used by GFWC Virginia.
 - **Dollars Spent** is the cost incurred by members or the club to achieve the **Advancement Area** goals.
 - **Dollars Raised** reflects the dollars earned from Fundraising and Development programs and projects.

3. In the space provided on page 3 of the form (Annual Club Record), summarize the activities completed by the club during the reporting year.

4. Attach one (1) copy of the completed GFWC Virginia Statistical Form – Annual Club Record to each completed GFWC Virginia Narrative Report Form to be submitted. Highlight the line of the GFWC Virginia Statistical Report Form – Annual Club that corresponds to the GFWC Virginia Narrative Report Form and submit it to the appropriate DISTRICT CHAIRMAN.

INSTRUCTIONS FOR MAILING REPORTS:

1. Use the GFWC Virginia Reports Distribution Matrix, found on pages 97-101 of this Yearbook Supplement, for duplication and mailing instructions.
2. **Mail Club Reports to the appropriate District Chairman, not to the State Chairman.**

GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD – 2018

Club Name:		District:			
President's Name:		Phone:		Email:	
Type of Club <i>(Check only one)</i>	General:	Junior:	Juniorette:	Number of Members:	

Utilizing your completed reports, please provide the following information:

GFWC Special Projects		Number of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
GFWC Signature Project: Domestic Violence Awareness and Prevention	Community Service Projects				
	Partnership Projects:				
	Prevent Child Abuse America				
GFWC Juniors' Special Project: Advocates for Children	Community Service Projects				
	Partnership Projects:				
	St. Jude Children's Research Hospital				
	March of Dimes				
GFWC Community Service Programs					
Arts	Community Service Projects				
	Partnership Projects				
Conservation	Community Service Projects				
	Partnership Projects:				
Education	Community Service Projects				
	Partnership Projects				
	Hugh O'Brian Youth Leadership (HOBY)				
Home Life	Community Service Projects				
	Partnership Projects:				
	Canine Companions for Independence				
Health	Community Service Projects				
	Partnership Projects:				
International Outreach	Community Service Projects				
	Partnership Projects:				
	Heifer International				
	Operation Smile				
	United Nations Foundation (Shot@Life Campaign)				
	U.S. Fund for UNICEF				
Public Issues	Community Service Projects				
	Partnership Projects:				
GFWC Special Projects and GFWC Community Service Programs TOTALS					

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2018-2020

GFWC Advancement Areas		Number of Projects	Volunteer Hours	Dollars Spent	In Kind Donations
Communications and Public Relations					
Leadership					
Legislation and Public Policy					
Membership					
Women's History and Resource Center					
GFWC Advancement Areas TOTALS					
		Number of Projects	Volunteer Hours	Dollars Raised	In Kind Donations
Fundraising and Development					
		Endorsed Fundraiser Projects:			
		Flower Power			
		Terri Lynn, Inc.			
Fundraising TOTALS					

If your club participated in the State Special Projects, please complete the following:

GFWC Virginia Special Projects	Number of Projects	Volunteer Hours	Dollars Donated	Dollars Spent	Dollars Raised	In Kind Donations
GFWC Virginia State Project 2018-2020: "Step Up to Stop Human Trafficking"						
GFWC Virginia State Project 2016-2018: "Dare to Dream of No Hunger" (2018 reporting year for projects completed before the administration change)						
GFWC Virginia Junior State Project: Camp Easter Seals Virginia UPC (Juniors Only)						
Camp Easter Seals Virginia UPC: Camperships/Donations (Generals Only)						
GFWC Virginia Endowment/ Dogwood Society/1907 Society						
Your District's Project(s) <i>Specify the name(s) of the Project(s)</i>						

CLUB NAME: _____

GFWC Virginia Statistical Form – Annual Club Record – 2018
Activity Summary

In the space below, please summarize the activities completed by your club during the past year.