

INSTRUCTIONS FOR COMPLETING
THE GFWC VIRGINIA NARRATIVE REPORT FORM, found on page 93

Narrative reports are **optional**. However, to be considered for district and/or state awards, narrative reports **must** be submitted. The electronic version of this form can be found on the GFWC Virginia Website (www.gfwcvirginia.org).

1. Complete the top section of the form, providing all requested information.

- Specify the Reporting Area.
- For Arts, Conservation, Education, Home Life, Health, International Outreach, and Public Issues, **specify** if projects are **Community Service Projects** or **Partnership Projects** by marking an “X” in the appropriate box. **Community Service Projects and Partnership Projects may not be reported on the same GFWC Virginia Narrative Report Form.**
- Specify the club name, district, report preparer’s name, phone number and email address. This is needed in case the narrative report is detached from the GFWC Virginia Statistical Form – Annual Club Record or cover sheet and if additional information is needed by the District or State Chairman.
- After composing the narrative report, tally the project statistics and enter the total number of projects and programs, volunteer hours, number of members participating, dollars donated, dollars spent, dollars raised and in kind donations. members for whom you paid dues in the reportable calendar year.

2. Compose the Narrative Report

- First, refer to the GFWC Club Manual (*online version*) or GFWC Projects At-A-Glance reporting tool to identify the Community Service Projects and Partnership Projects where applicable. Report the club activities listed on the GFWC project list for that particular area. Follow the order in which the GFWC projects are listed.
- Next, report the club activities that relate to that particular area, but are not included on the GFWC project lists. For these activities, clubs must choose the GFWC reporting area that is most closely related.
- Describe all pertinent information by telling the story of the who, how, where, when and why. After describing **each** activity, specify the number of members participating, volunteer hours, dollars donated, dollars spent, dollars raised, and in kind donations for that activity.
- Recognize that narrative reports are reviewed at every level and a chairman may not be familiar with an abbreviation that is familiar to you or know what you mean by Comfort Zone Camp or Bright Beginnings. They may know nothing about the organization or a particular project supported by that organization.
- Each narrative report is limited to two (2) pages. It must be typed, single spaced, using 10 or 12 point font. The club name should appear on each page and no attachments are allowed.

3. Total ALL statistics for the reporting area and enter the information on the top portion of the GFWC Virginia Narrative Report Form as described above and on the applicable line of the GFWC Virginia Statistical Form – Annual Club Record. **Note that the statistics for each GFWC Partnership and each GFWC Endorsed Fundraiser are listed separately on the GFWC Virginia Statistical Form – Annual Club Record.**

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

GFWC Virginia NARRATIVE Report Form 2018		Reporting Area:		
For Arts, Conservation, Education, Home Life, Health, International Outreach, and Public Issues, specify if projects reported are COMMUNITY SERVICE PROJECTS or PARTNERSHIP PROJECTS by marking an "X" in the appropriate box.		Community Service Projects	Partnership Projects	
Club Name:		District:		
Preparer's Name:		Phone:		Email:
Number of Projects/Programs:		Volunteer Hours:		Number of Members Participating:
Dollars Donated:	Dollars Spent:	Dollars Raised:		In Kind Donations: