

DISTRICT REPORTING GUIDELINES

Reporting Period January 1, 2013 to December 31, 2013

Required Reports:

1. Each club president shall submit a Club Statistical Report to the District President. This form contains statistics for club activities as provided by club chairmen. The form may be completed online and submitted by e-mail or by paper copy postmarked no later than January 11, 2014.
2. The club membership chairman shall complete and submit club membership statistics for the reporting period on the Club Report Form and attach a narrative report on club membership activities.

General Guidelines for Club Chairmen:

Club chairmen shall complete the statistical information in the top section of the Club Report Form (only the membership chairman must complete the bottom section) applying the following criteria:

1. Activities and volunteer hours should be reported under the appropriate CFWC Program. No cross-filing is permitted.
2. Volunteer hours, monies raised or spent and in-kind donations reported must be in club-approved projects/programs.
3. Monies reported must go through the club treasury.
4. Donated items are "in kind" donations.
5. Only reports with completed Club Report Forms with a narrative report are eligible for recognition.

Narrative Guidelines:

1. Narratives should be typed or computer-generated and not exceed two pages single-spaced and a minimum of 11 point font size.
2. Each page should be headed by the club name and program title.
3. The narrative should include a brief introduction with some club background, and describe one or two of the club's best projects in the program, the reason for choosing the project, the need met, the project outcome and a brief evaluation.

Report Distribution:

1. Seven copies of the completed report will be needed.
2. One copy is for club files.
3. One copy of the report is for the Club Dean.
4. Mail five (5) copies directly to the District Dean:
Stephanie Stark
2538 Periwinkle Drive
San Bernardino, CA 92407.
5. All reports, including membership, sent to the Dean, should be postmarked by January 11, 2014.

District Reporting:

1. The District Dean will mail copies of club reports to District Chairmen after she has received them from the clubs in January.
2. Reports will be read and judged by individuals not affiliated with the women's clubs.
3. Winning reports in each size category will be clearly marked.
4. District Chairmen will send three (3) copies of winning reports and one (1) copy of all other club reports to the appropriate State Chairman. (Refer to CFWC Yearbook for address.)
5. The District Chairman shall complete the District Report Form and a narrative report of program activities at the District level. She shall submit two copies to the District Dean and three to the State Chairman.
6. The above listed reports should be mailed and postmarked by February 15, 2014.

CFWC Size Categories for Judging:

CLUB
Small: 1-25 members
Medium: 26-50 members
Intermediate: 51-80 members
Large: 81+ members

DISTRICT
Small: 1-400 members
Medium 401-800 members
Large:801+members