

***GFWC West Virginia***

***Reporting Guide***



# Reporting Tips for Club Chairmen – 2024-2026

Reporting is an ideal way to document club activities and to share

that information with others. It is valuable to GFWC West Virginia for without it how would we continue writing our history. It is also valuable for recognition.

No, we do not work in our communities for a pat on the back, but it is nice to be recognized for what is accomplished. We want to celebrate your success with you!

Reporting is an easy activity when advance planning is done.

If writing a narrative seems overwhelming, just report your statistics.

Start simple by choosing one project and tell us what you did.

Be specific, we want the details.

The reporting period includes all activities completed January 1 through December 31.

Report entries must be postmarked by February 1 and mailed to the appropriate State Chairman.

(Refer to GFWC West Virginia Directory for a complete listing of State Chairman) Questions regarding report entries:

1. What are the new Community Service Programs?

The Community Service Programs are the general designation of the five areas that clubwomen work within:

*-Arts and Culture Community Service Program,*

*-Civic Engagement and Outreach Community Service Program,*

*-Education and Libraries Community Service Program,*

*-Environment Community Service Program; and*

*-Health and Wellness Community Service Program*

1. Who should submit reports?

*EVERY club! Reports are an excellent way to keep the history of your club for future club members. Reviewing the previous year’s events gives members a better idea of how much they accomplished for the year. They are great member recruiting tools and can be used to show prospective members all the wonderful things you do for your community.*

1. Is the President of the club the only person who can write reports?

*No! It’s up to each club how to handle reporting but one suggestion is to make it a fun activity by having members get together to prepare the reports. Wine, cheese and reporting—what could be better?*

1. How long should a report be?

*Reports must be no more than two (2) pages, single spaced and no less than a 10 font.* **It is helpful if projects each have their own paragraph.**

1. What information should be included in a report?

*Reports should include complete details outlining how many members participated,*

*how many hours, how much was spent or donated, to whom it was donated—who, what, when, where and why. The reports can also include a narrative describing the project.*

1. What is a “narrative” in a report?

*The narrative is a descriptive paragraph all about the project. It’s a story about what was done. Some clubs only submit statistics while others will include a description of the project/s.*

In January hold a meeting of your club chairmen along with the club recording secretary and club treasurer to pull together what you have accomplished, money spent, in-kind donations contributed for the program, hours volunteered and the impact the club had on the intended beneficiaries. Remember to keep notes all year as you work on programs from January to December. These can be kept in a notebook, card file, or whatever way is comfortable to your club. Immediately following the completion of a project and while it is fresh in your mind, write up the details of your project.

What to mail to each State Chairman?

* + GFWC West Virginia Reporting Form – can be found on the GFWC West Virginia website. Include a reporting form for each Community Service Program/Special Programs and Project Report.
  + Narrative detailing activities
  + Self-addressed postcard as a return receipt to the club- make sure the postcard is paper clipped to the front of the report so it won’t get lost among the pages.
  + If you email your report, you will get a return email that says it was received.

Cross reporting is not allowed, **EXCEPT** for projects completed under the GFWC West Virginia President which may be reported under other Programs such as Advocates for Children or Health and Wellness. Pennies For Art may be reported under Arts and Culture. The same applies to Pearl Buck, which may be reported under Civic Engagement and Outreach. Determine where the club would like a project reported.

Statistical totals on the cover sheet should equal what is included in the narrative.

Clubs must support what is in the report. Do not report what an individual does unless it involves a club project.

If a club raises money as a club, it is reported under FUNDRAISING. Whatever portion of the money that is used for a project is reported as dollars donated under that program.

Do not write a lengthy report covering all that your club participates in, and then send it to all of the reporting chairmen for them to pick out their program area projects. A narrative report and report form should be completed for each program and project area.

The State Reporting Chairmen will be judging your reports for awards to be presented at the State Convention according to the size category of your club. 1st, 2nd, and 3rd place awards plus a Best Over All regardless of club size will be presented.

Using the report entries, you submit, the State Reporting Chairmen will compile report entries that will be submitted to the GFWC Chairman by selecting the top 10 projects in the state and selecting a single project for the Club Creativity Award.

Be sure to review information on the GFWC and GFWC WV websites and in the State Directory and pass along this information to your members. You can use the GFWC Club Manual, GFWC WV State Directory, and GFWC WV Reporting Guidebook as a resource.

Review the GFWC Club Manual for project ideas and where you can report projects. They have given us numerous project ideas.

It will be a busy time while you are writing reports and chairmen are judging them. If any questions arise, please contact Julie Bibbee, GFWC WV First Vice-President, or the State Chairmen. Their contact information can be found in the State Directory.

As you involve your members in report writing, we hope you will become excited about the process.

*Happy reporting!!*

# Other reporting forms:

*These forms are found on the GFWC West Virginia website under Shared Files*

*25, 50, and 75 Year Member Recognition Form*

This form recognizes members who have reach milestones in their GFWC Membership. 25- year members receive their certificate at Fall District Conventions. The 50- and 75-year members receive their pins and certificates from GFWC at the Annual GFWC WV State Convention in March. This form is due September 1 to the membership chairman.

If your club has not submitted these names, please contact the GFWC WV Membership Chairman, Robin Spurlock, as soon as possible.

*Club Dues and Contributions*

Club Dues and Contributions are due postmarked by December 1, for the year beginning in January. Review the form and check the Honor and Superior Forms. Make 2 (two) copies of the Club Dues and Contributions form. Send one with payment and keep other for club records. Make check payable to: GFWC West Virginia. Send form and check to: Dana Richardson, GFWC WV Treasurer. Her address is found in the GFWC WV State Directory or on the form.

**Do not** send checks to GFWC WV Community Service or Special Program Chairmen.

*The Star Awards Form*

This report form recognizes members who recruit new club members and should be completed each year. There is a data base that keeps track of our member’s recruiting, and they are awarded Star pins from GFWC for their effort. This information will need to be sent to the Membership Chairman by February 1. Please use the GFWC Star Award form that contains contact information about new recruits.

*Honor and Superior Report Forms*

Carefully review the Honor and Superior Forms. These forms must be postmarked no later than February 1. You must make three (3) copies of this report. Retain one (1) for your file; mail one (1) to your District President; and mail one (1) to Terri Diamond, GFWC WV President-elect. Their addresses are found in the GFWC WV State Directory or on the For

***Arts and Culture Community Service Program***

**Kathryn Simmons, GFWC WV Chairman**

I am honored to serve as the Arts and Culture Chair for this administration. I am excited to read about all your amazing projects that will help increase access of Arts and Culture to the

communities that you support throughout West Virginia.

Arts and Culture covers such a vast number of topics. It is critically important for our club

women to first take note of your own community’s culture. By doing this you will be able to

serve your communities more.

Projects by club women impact our communities is a positive way.

I challenge each club to develop and support projects in different areas including youth mental health, personal wellness, prevention advocacy, provider care support, and nutrition.

Here are some ideas for your consideration from local and national sources:

 Sponsor an author visit to your local library.

 Use an artistic event to raise funds to sponsor local community art and cultural programs.

 Plan a trip to Charleston and visit the WV Cultural Museum.

 Assist a local Girl Scout Service Unit with their Thinking Day in February to celebrate cultures.

 Set up a member craft table to sell art at a hometown Farmer’s Market or craft fair. Make sure

there is also plenty of information on how to join a local GFWC Club at your booth.

 Support your local Community Theatre by ushering, assisting at intermission, or holding a

Fundraiser at a performance and donating the proceeds back to the Theatre.

 Create a Yard of the Month project partnering with the water authority or City. Members judge.

 Paint rocks with inspirational words and place them over the city in places where they can be

found. A good word for a stranger goes a long way.

 Make homemade holiday cards for nursing home residents or Meals on Wheels recipients.

 Hold a recycled art contest for art projects made using recycled materials for area artists or the

Art Association.

 Member art supply drive for local schools, daycare centers, and/or community centers.

 Provide artwork and help decorate a reading nook at the library, a local laundromat, or other

location in your community.

 Donate books with an art and/or cultural theme to the public library, a school library, or a Little

Free Library.

 Visit or hold a club meeting at an art gallery, museum, local cultural center, or tourist center.

 Hold a holiday centerpiece/wreath-making workshop at a local florist as a club program.

 Decorate a city park or municipal plaza for holidays and/or the seasons.

 Sponsor ads in local theatre or school theatre playbills.

 Host an international night and invite other ladies from the community to enjoy great food and

learn about cultures from around the world.

 Sponsor an exchange student at your local high school. Provide them with opportunities to see

the great culture of West Virginia.

 Host a craft time at the library during story time. Coordinate with the library

Please contact me if you have any questions, concerns or would like to share a great idea!

Kathryn “Kat” Simmons Cell: (304) 545-0931 Email: tbskab@gmail.com

Home Address: 647 Williams Drive Nitro, WV 25143

***Civic Engagement and Outreach Community Service Program***

**Kaye Burkholder, GFWC WV Chairman**

I am so excited to take on the challenge of chairing this ever-changing area of our GFWC club work. With times changing so rapidly, it is an amazing and challenging program. But it is also made to be geared toward your local communities. Globally, we are all experiencing many new and unknown issues regarding all aspects of our lives. Nobody is untouched by the changes in our world right now. Volunteering is one of the best ways to put civic duty into action. So, ladies - let's do it!!!!

I will be looking for projects that support and aid our women veterans. Contact your local VA Medical Center and see what is suggested for their Women Vets. Care products, books, games, puzzles, and possibly retail and grocery cards. Set up BINGO, send refreshments, send cards, and anything to lift the spirit. Also, support our deployed troops with personal items small holiday gifts.

Patriotism is high on my list of priorities for this program. Any way you can achieve flaunting the red, white and blue - DO IT!!! Anytime of the year. Donate flags to businesses that do not have one, ask stores to display banners, and your community leaders to keep flags waving through Memorial Day to Labor Day. We need to band together during this trial in America.

Check with local fire and police departments for what you can do to promote fire safety and personal home safety. Host a CPR/First Aid class in your area. Honor first responders with goodie bags, a homemade dinner, or a donation for needed items. Holiday baskets are also

a wonderful way to appreciate our local heroes.

Keep our students in mind during this strange new school closings and reopenings. Back packs for food items, clothes, socks and shoes are always needed. Operation Smile, St. Jude and UNICEF are all great causes for our involvement.

Affiliate areas also include: Heifer International, HOBY, March of Dimes, and one of my personal favorites, contributing to Wreaths Across America by placing wreaths or volunteering at Veteran Cemeteries to place or remove wreaths. Check your community cemeteries for local Veterans. Sources to reach out to can include your local American Legion and Ladies Auxiliary,

In closing, I urge you to let your imaginations run wild, have fun, and continue to be proud and work within YOUR community to honor and serve your citizens. We can make a difference to all ages under this esteemed program. So many areas to choose from and be creative.

I am here for questions. Be sure and travel to the GFWC website for further information and print out the pages under Civic Engagement and Outreach. There are valuable tips, references and resources for your use,

Kaye Burkholder

304-380-5471 (cell)

***Education and Libraries Community Service Program***

**Judy Parrish, GFWC WV Chairman**

GFWC WV aim to help others, while we also continue to learn. Projects in the Education and Libraries Community Service Program are designed to foster schools, as well as other educational institutions and opportunities. These projects promote libraries, literacy, and the love of a good book. Through these efforts, we encourage the growth of individuals and communities at home and around the world.

Each year our world is different and we as volunteers need to focus on current needs and citizen interests. Let’s continue to do a tremendous job of providing quality projects that have a huge impact on their area schools. Each club designs programs that are unique to that area.

Educational focus is increasingly on technology and non-college but skilled labor development. Clubs should try to include programs and activities in these fields of study. This way we are up to date on current society’s needs.

Education is one of the most important investments that can be made. During its history, GFWC has advanced education, in part, through the establishment and support of public libraries. In the 1930’s, the Federation was credited by the American Library Association for establishing 75 percent of America’s public libraries. Today, as a key factor in how Americans learn and connect with local communities, they continue to be a top priority of members. As clubwomen, GFWC members promote education in both children and adults.

By visiting the GFWC.org website and clicking on education a myriad of information is available. Many projects can be completed without spending a lot of money or resources. A few ideas include: WV Read Aloud (the website is [http://readaloudwestvirginia.org.](http://readaloudwestvirginia.org./)), and “Free Little Libraries” (website

is [http://littlefreelibrary.org](http://littlefreelibrary.org/)).

Volunteering at public libraries is an excellent way to use creative talents and design programs for both adults and children that promote reading. Something as simple as setting up a book club, sponsoring a coloring contest, local author meet and greet, or just reading to a small group or a school classroom can lead to a life-long learner.

Have a fundraiser or budget an amount to provide college or HOBY scholarships for deserving students (both traditional and non-traditional). This scholarship may make a lifelong difference in that person’s life.

ESO (Epsilon Sigma Omicron) is a SUPER reading program for adults that is designed for self- enrichment and personal growth.

Remember to spread the word about the important works of the GFWC WV Education/Library Service Program.

Judy Parrish

805 47th Street

Vienna, WV

304-615-0436

parrishjudy@yahoo.com

***Environment Community Service Program***

**Cheryl Black, GFWC WV Chairman**

The GFWC Environment Community Program encourages us to become stewards of the earth by working to preserve the world’s resources, protect wildlife and domesticated animals, live sustainably, and beautify our communities and enjoy nature.

Environment degradation is cumulative, and many scientists warn that we are at the tipping point. There is no time like the present to ACT! If we all work together, we an maximize the effect of Reduce, Reuse and Recycle on our environment, our community and our world.

GFWC Challenge Project: The 3’Rs = Reduce, Reuse and Recycle (REDUCE refers to using less of the Earth’s resources. EX: paper bags, electricity, and cut back on the trash we generate. REUSE refers to when you dispose of anything, consider if it has life in it. EX: a cell phone can be donated, and magazines can be shared. RECYCLE is the R that has caught on over the years. EX: recycle your newspapers, cardboard, pill bottles, metal, aluminum and plastic.

Here are a few easy project suggestions.

1. Support Community Gardening and work with city officials to establish and maintain a community garden.
2. Visit State Parks
3. Save TREES by initiating a go paperless campaign with your members
4. Participate in NIKE’s Reuse-A-Shoe program. They accept worn out tennis shoes.
5. Plan a clean-up day in your community.

Remember to Beautify your Community and Enjoy Nature!!

**Go to GFWC.org > Club Manuel > Community Service Programs > Environment**

Cheryl Black

1203 Ridge Drive

South Charleston, WV 25309

304-206-1137 cheryleblack1@gmail.com

***Health and Wellness Community Service Program***

**Julie Perry, GFWC WV Chairman**

As GFWC WV Health and Wellness Chairman for this administration I am excited to help all club members to understand about your own health and wellness first, then concentrate on what you can do to improve the health and wellness of those around you and your communities in West Virginia.

Like playwright Tom Stoppard quoted, “*A Healthy Attitude is Contagious But Don’t Wait To Catch It From Others. Be a Carrier!”*

The projects of club women impact our communities is such positive ways. Small changes can make big differences in children’s and adult’s lives. It is vitally important to recognize the needs of your community and plan your projects accordingly.

Here are some ideas for your consideration: (Health and Wellness Continued)

​Youth Mental Health – support a schools counseling center to provide encouraging posters, cards, and fliers emphasizing that students are valued, how they impact the community or how thankful we are they are here. Provide free brochures and shareable resources from the National Institute of Mental Health for students concerning body shaming, eating disorders and bullying. Small changes…..

​Personal Wellness – Sign up or host a class on Mindfulness, Yoga, Chair Exercise for Seniors, or Water Aerobics. Take a walk and take someone with you. Make it a group event. Small changes……

​Prevention Advocacy – Host a Health Fair Screening event or a Blood Drive. Volunteer to sign “patients” in and provide refreshments while they wait to be screened. Get screened yourself!  Small changes…….

​Provider Care Support – Write Thank You Cards to thepharmacist, nurses, custodians, and others in the health caresystem that have

worked day in and day out to help keep us all well. Small changes……

​Nutrition – Start a recipe of the month for your club and share a healthy, easy and yummy recipe at your club meetings. If your club has access to a kitchen facility, host a cooking class to teach how to make healthier meals. Participate in local Backpack Buddy programs to ensure children have food during the weekends. Small changes……

​Emotional Support – Hold a forum on Caregiver support by inviting local caregivers to your club asking them to explain what you could do for them. Perhaps help them with errands, chores or other tasks, negotiate times to check on them, offer to give them a few hours off, and encourage them to seek mental health services if they get overwhelmed. Small changes……

Youth Fitness – 19.3% of the nation’s children aged 2-19 are considered obese. Two factors of this are poor nutrition and lack of physical exercise. Partner with a home improvement store and other organizations like the Boy Scouts and the Lion’s Club to provide or build playground equipment for a child shelter or special needs facility. Big changes…….

Senior Care – Visit local assisted living facilities and nursing homes. Coordinate with their activity personnel to help plant flower and vegetable gardens, providing them with watering cans, tools and plants. Go there on game night and help play Bingo or other games. Provide the snacks for that day. Provide lap robes, personal hygiene items, and plenty of greeting cards to these older folks. Small changes….

​Please contact me if you have any questions, concerns or would like to share a great idea!

Julie Perry, Chairman

1564 LaMaderia Drive, SW, Palm Bay, FL 32908

304-541-4093 / [japangelbell@aol.com](mailto:japangelbell@aol.com)

***Pearl S Buck Birthplace and Museum***

**Cynthia Kolsun, GFWC WV Chairman**

This lovely 19 th century home located in beautiful Pocahontas County is the

birthplace of Pearl Sydenstricker Buck, the first American woman to be presented

a Pulitzer Prize in Literature (1932) as well as the Nobel Prize in Literature (1938).

The GFWC WV is one of the organizations that has continued to provide support

and promotion of this home and museum listed on the U. S. National Register of

Historic Places. Right now, the home is in need of funds to maintain it as well as

funds to promote it.

Who is Pearl S. Buck? Buck is a world-renowned prolific author who wrote

over 100 books and short stories, many that focused on her time living in China

as she introduced the outside world to the life of the Chinese people. Her

writings have been translated into 69 languages. Pearl Buck is one of the greatest

authors born in West Virginia.

Why Support Her Home? Pearl Buck was very proud of her birthplace.

During her life, she visited many times and encouraged the home to be preserved,

and she played a role in doing so. In her book, “My Mother’s House” she shared

her vision: “If it (the house) ever lives again, and God grant it may for my

mother’s memory, I hope it will live a new life, not for myself or for my family but

for people. ... For me it is a living heart in the country I knew was my own, but

which was strange to me until I returned to the house where I was born. May it

live again, and may it prove for others, too, a gateway to new thoughts and

dreams and ways of life.”

As a GFWC club or member, we can support this project. Below are some examples.

 Hold fundraisers and events to promote Pearl S. Buck and her birthplace

 Promote Pearl S. Buck through becoming familiar with her writings

 Introduce school children to her works

 Visit the home and museum

 Send funds to the birthplace. The home’s funds are very limited maintaining a one-person staff

 Volunteer at the home

 Purchase items from the Gift Shop and visit their Facebook page

 Contact WV Independent Scholar, Phyllis Lubin-Taylor, Site Coordinator, at the home to present programs to your club

 Become familiar with the Wish List by emailing Phyllis at peacephyl@me.com

 Attend or volunteer to assist with the annual, “Lemonade, Lunch, and Loot Birthday Party.”

To schedule a visit call 304-653-4430. The physical address is: 8129 Seneca Trail,

Hillsboro, WV 24946. Send donations to Pearl S. Buck Foundation, PO Box 126,

Hillsboro, WV 24946

It is my pleasure to serve as your Pearl S. Buck Project Chairman. Please feel free

to contact me at any time for additional information. I look forward to reading

your reports describing the wonderful contributions you have made to this

project.

In Service to GFWC,

Cindy Kolsun, Chairman, 605 Central Ave, Parsons, WV 26287

drkolsun@atlanticbb.net 304-553-1012 **(All REPORTS COME TO ME)**

Phyllis Lubin-Taylor, Honorary Co-Chairman, 720-443-7208, peacephyl@me.com

***GFWC Signature Project: Domestic Violence Prevention and Awareness***

**Helen Moren, GFWC WV Chairman**

There are several areas of Domestic Violence and Sexual Awareness and Prevention.  There are eight areas, however we will be focusing on four:

CHILD ABUSE:

Child abuse includes all styles of abuse and neglect of a child under the age of 18 by a parent, caregiver or another person in a custodial role which results in harm, potential for harm or threat to a child.  There are three common types of abuse: Physical, Sexual, and Emotional.

WHAT WE CAN DO?  Advocate for changes in culture and communities to reduce the likelihood of child abuse. Accompany victims to court or to the hospital to provide support and assistance.   Collect teddy bears to give to children at a child advocacy center, where children are interviewed and examined after an incident of abuse.

TEEN DATING VIOLENCE:

Teen dating violence also called intimate relationship violence or intimate partner violence.  This can cause psychological aggression by verbal or non-verbal communication.  Emotional stress.  Dating violence can take place in person or electronically.

CAMPUS SEXUAL ASSAULT:

Campus Sexual Assault is any type of sexual contact or behavior that occurs on a school campus without the explicit consent of the recipient.  We can ensure that a campus has appropriate policies and procedures in place to address incidents of sexual assault.

ELDER ABUSE:

The fastest growing segment of the population are disproportionally women, which occurs over the age of 50.  We can contact senior centers to hold educational programs and provide speakers and materials.  Work with local nursing homes to ensure their staff is knowledgeable and has had the proper training.

***GFWC Junior Special Project: Advocates for Children Chairman***

**Cathie Davis, GFWC WV Chairman**

I am the chairman of Junior Special Program Advocates for Children. The following is what I would like clubs to work on for this program.

First and foremost, please do projects on feeding the children. Also the Presidents Special Project Foster Children can be projects in the program. I really like to see clubs place buddy benches in local school. For those who are not familiar with this, these benches are to help children make friends and not feel alone.

I know the clubs will do great work in this program. Any projects that involve children will be great.

Finally, remember that the closest thing to heaven is a child.

[cathied007@gmail.com](mailto:cathied007@gmail.com)

303-824-3977 (h)

681-306-0549(c)

***GFWC WV Leadership***

**Rosemary Thomas and Babs Condon, GFWC WV Co-Chairman**

Her contact information can be found in the GFWC WV Directory

Leadership is one’s ability to get others to follow. A leader must be able to communicate and be compassionate about it.

Review Leadership in the GFWC Club Manual 2024-2026 under Advancement Guide at [www.gfwc.org](http://www.gfwc.org/). There is a wealth of information that the federation has compiled for you.

Build leadership. Delegate – ask for volunteers, appoint, share and support. Develop new leaders. Plan for succession and plan for transition of knowledge.

Pass valuable information onto others.

Mentor, be accessible and listen. Recognize individuals for activities performed. Attend Federation activities on all levels: local, district, state, and national.

Be active. Serve as a chairman or an officer in any of the above. Sponsor a student for Girls State.

Sponsor a member for LEADS. It is an invaluable experience.

For reporting: If there is a superior point for Leadership and you check it, be sure to write about that activity in your narrative to receive credit.

Show how you executed any or all of the above. Be sure to include statistics for each activity. Don’t

keep the chairman guessing.

The club with the Best Overall Report will also receive the Maxine S. Scarbro Leadership plaque. Best wishes!

Thanks for your Leadership!

***GFWC WV Fundraising***

**Kathy Sponaugle, GFWC WV Chairman**

6670 Straight Fork, Hamlin WV  25523; E-Mail:  [kathylsponaugle@gmail.com](mailto:kathylsponaugle@gmail.com);

Cell:  304-633-4016; Home:  304-824-7461

If your Club raises money, it is reported under Fundraising.  Whatever portion of the money that is used for a project is reported under that program, including In-Kind-donations.

Please tell me how your Club raised money.

\*Was it an event?  Such as a gala, concert, action, fashion show, garage sale, golf tournament, bingo, etc.....

\*Did you participate in a GFWC endorsed Fundraiser?  A GFWC International Endorsed Fundraiser for 2024-2026 Administration's Project hasn’t been announced as of to date.  (an addendum will come post International Convention)

**Please include in your narrative:**

\*Who participated in this event?  (How many.)

\*How many hours each person put into the event/project.  (This includes driving time/gas.)

\*Were other GFWC Clubs involved?  (If so, did they come and support your event?  If so, what Club and how many? How far did they travel.)

\*Were other organizations involved.  If so, what organizations, how many members, how much money or in-kind-donations, how many hours, their travel time, miles and gas.)

\*\*I know this is a lot to think about, but it counts toward the project's finances. \*\*

**At the start of a project, it is good for the chairman to have a project sheet to write everything down, for report time. At the end of the project hand the sheet over to the secretary to be given out at the January meeting.  (This is only a suggestion for organization.**

**Remember to keep the two (2) page limit, single spaced and no less than a 10 font.**

Also include projects and/or programs for the GFWC Designated Funds.  These funds support the work of GFWC by providing essential funding in targeted areas.  They are vital to continue GFWC’s mission of strengthening our communities’ and enhancing the lives of others.  donations can be made online through the Member Portal at [www.GFWC.org/membeerportal](http://www.gfwc.org/membeerportal) or by check made out to GFWC, with the individual fund named in the memo field.  If mailing, mail to GFWC, 1734 N Street NW, Washington DC  20036-2990.

**THE CAMPAIGN FOR THE FUTURE**

The Campaign for the Future, launched in June 2014 has been established to secure and sustain the property and programming of the Federation and is intended to stimulate philanthropic activity and financial planning that will encourage members and their families to leave a legacy that supports the great work, time-honored traditions, and future efforts of our clubs and clubwomen around the globe. Report any donations to “Run for the Roses” here.

**FRIENDS OF THE WHRC**

Membership in the Friends of the WHRC provides special benefits to GFWC members, clubs, and State Federations that make contributions to support the work of the WHRC. Funds are used to purchase preservation supplies, collections management technology, and books for the WHRC research library. In addition, Friends donations support outreach activities directed toward students, teachers, and others.

**GFWC ENDOWMENT FUND**

The GFWC Endowment Fund was begun in 1910 to help ensure a firm financial foundation and assist in providing for the future needs of GFWC. Contributions to this fund are permanently restricted, but income earned on the fund is unrestricted and has been used to support program, advocacy and outreach efforts, and overall membership development opportunities.

**GFWC JANE CUNNINGHAM CROLY GRAVESITE**

Help honor our founding mother by donating to the GFWC Jane Cunningham Croly Gravesite Fund. This fund provides the necessary means to maintain her gravesite in Lakewood, NJ. In 2010, thanks to your generosity, the Croly family gravesite was refurbished. All donations are tax deductible and all donors will be acknowledged by email.

**GFWC LIBRARY DISASTER RELIEF FUND**

Tying together members’ generous financial gifts and passion for literacy with our mission of community improvement through volunteer service, the GFWC Disaster Relief—Library Replenishment Fund assists in restocking the collections of public- and public-school libraries that have been affected by natural and manmade disasters.

**1734 SOCIETY**

Named for the GFWC Headquarters’ address at historic 1734 N Street NW in Washington, DC, the 1734 Society is dedicated to preserving and maintaining the building as a National Historic Landmark. Members of the 1734 Society understand the importance of historic preservation and take pride in supporting GFWC Headquarters.

**GFWC SIGNATURE PROGRAM: DOMESTIC AND SEXUAL VIOLENCE AWARENESS AND PREVENTION FUND**

Improve the lives of domestic violence survivors around the country by making an investment in their future with a donation to the GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention Fund. Money from the fund will allow GFWC to award intimate partner violence survivors with a scholarship, giving them hope for a better tomorrow. The GFWC Success for Survivors Scholarship was created through GFWC’s commitment to our Signature Program, to change the lives of survivors as they take the next step in reshaping their future in a positive way through higher education. For nearly half a century, GFWC has fought to eliminate domestic violence, and the establishment of this fund is one way that GFWC moves towards achieving that goal.

(This information is in the 2024-2026 GFWC CLUB MANUAL FUNDRAISING AND DEVELOPMENT Advancement Plan)

***Where to Report It?***

***“HOME” GFWC WV President’s Special Project***

You may cross report PSP projects or events wherever you feel they work for your club reports.

***Arts and Culture***

Music; Dance; Drama; Theatre; Galleries; Museums; Exhibits; Festivals; Creative Arts; Cultural Events and holidays; International Dinners; Sponsor authors of the Arts; Scholarship for students of the Arts; Art supplies; Crafts; Pennies For Art

***Civic Engagement and Outreach***

Citizenship; Veteran Affairs; Veterans and Military Families Recognition and Support; Honor Flight Network; Wreaths Across America; Patriotism; Emergency Preparedness; Crime Prevention; First Responders Education and Support; National Night Out; Crime Prevention; Vehicle and Driver Safety Education; Historic Sites/Monuments/Homes Preservation and Support; Election Process; National Issues; USO; Pearl S Buck Birthplace

***Education and Libraries***

ESO; Literacy; Lifelong Learning; Libraries; National Library Week; National Librarians Week; Learning Disabilities; Scholarships and Grants; Reading Programs; Tutoring; Book clubs; STEM for Her; Support schools, educators, and students with donations; Teacher appreciation Day

***Environment***

Natural Resource Preservation/Maintenance/Restoration/Education; Recycling; Energy, Soil and Water Conservation; Air and Water Quality; Tree Planting; Beautification; Humane Society; Food Sources; National Abor Day Foundation; Audubon Society; Earth Day; Soles4Souls; National Wildlife Federation; “Go Paperless” Campaign; Butterfly Gardens; Pollinators and healthy habitats

***Health and Wellness***

World Health/Education/Equality; World Community Development and Growth; Food Banks; Homeless Shelters; Nursing Homes; Clothing Drives; Financial Education; Easter Seals; Cancer; Heart Health; Health Fairs; Centers for Disease Control; Health Self-Esteem; Community Gardens; Vaccinations; Fitness/Workout Programs; Feeding America; Substance Abuse; Mental health; Suicide; Anti-bullying; National Wear Red Day; GFWC WV President’s Special Project (Nursing Homes and Home Safety)

***Communication and Public Relations***

GFWC Branding; Newsletters; Websites; Social Media; Federation Day Celebrations

***Fundraising and Development***

Terri Lynn’s; Starfish Project; all other fundraising activities; The Campaign For The Future- “Run for the Roses”; Friends of the WHRC; GFWC Endowment Fund; GFWC Jane Cunningham Croly Gravesite; GFWC Library Disaster Relief Fund; 1734 Society; GFWC Signature Program: Domestic And Sexual Violence Awareness And Prevention Fund

***Leadership***

Leadership Development and Education; Conflict Resolution; Presentation Skills Development

***Legislation and Public Policy***

GFWC and GFWC West Virginia Resolutions; Advocacy; GFWC Legislative Action Center; Legislative Day; Proclamations

***Membership***

Member Recruitment/Retention; Orientation; Club Renewing; Member Recognition; Inter-club activities.

***Women’s History and Resource Center***

Club Archive and Club History Preservation; Friend of WHRC; WHRC Volunteering

***GFWC Signature Project Domestic Violence Awareness & Prevention***

Intimate Partner Violence; Child Abuse; Teen Dating Violence; Campus Sexual Assault; Elder Abuse; Violence Against Native American Women; Military Sexual Assault; and Human Trafficking for Sexual Purposes; Domestic Violence Shelters; Step Away from Abuse; Pinwheel Gardens; Purple Ribbon Campaigns

***GFWC Junior Special Project Advocates for Children***

Child Abuse; Youth Depression and Suicide; Foster or Residential Care; Homelessness; Human Trafficking; Life-threating Illnesses; Poverty; Emergency Medical Services for Children; Child Protection; Bullying; Child Passenger Safety; Children with Disabilities; GFWC Advocates for Children Week; Fun Socks for Cancer Patients; Buddy Benches. GFWC WV President’s Special Project (Foster Care)

***Affiliate Organizations***

The GFWC Affiliate Organizations are the organizations with which GFWC has a signed Letter of Agreement. GFWC collaborates with these organizations to advance our mutual concerns through hands-on projects, advocacy, and fundraising efforts.

They are:

* CANINE COMPANIONS
* HEIFER INTERNATIONAL
* HOPE FOR JUSTICE
* MARCH OF DIMES
* OPERATION SMILE
* ST. JUDE CHILDREN’S RESEARCH HOSPITAL
* UNICEF USA
* UNITED NATIONS FOUNDATION (UNF) SHOT@LIFE CAMPAIGN

Your club can work in any of these areas in any of the GFWC Community Service Programs and GFWC Special Programs. For club reporting, make sure to report the statistics for the Affiliate Organizations into the Community Service Program or Special Program area report. You will also report the statistics only under the appropriate Affiliate Organization line on the GFWC WV Reporting Form. Our GFWC WV President will pull all statistics related to each Affiliate Organization and submit them on a report form that will be sent to GFWC. This information is being gathered to gain the full scope of our work with Affiliate Organizations and will be shared with each to demonstrate service by GFWC clubwomen.