

GFWC-NC Club Participation and Statistical Report (CP&S)

(Please copy form for future use.)

The Club Participation and Statistical (CP&S) Report Form is due to the GFWC-NC Second Vice President by February 1st. Information contained in the report should cover club work completed January 1 through December 31.

Please observe the deadline as the GFWC-NC Second Vice President must compile and forward all totals so the other GFWC-NC Officers and Committee Chairmen will have them for inclusion in their GFWC annual reports. Information contained in local reports is shared with the General Federation of Women's Clubs in this manner. This data, combined with that of thousands of other GFWC clubs, documents the work done by the organizations, reflects the importance of such work, and is significant in determining the influence the women of GFWC wield in their communities, country, and the world. These figures are most important when arranging future projects and programs with other organizations and in seeking sponsorships.

To qualify as an Honor Club, please complete the following:

- Update and return the computerized list of members and send in State dues to GFWC-NC Headquarters postmarked by **December 31st**.
- Complete and mail the CP&S Report Form to the GFWC-NC Second Vice President postmarked by **February 1st**
- Provide monetary contributions to each of the GFWC-NC Funds indicated in the Special Designations Section of the GFWC-NC Remittance Form or its Supplement found in the Forms Section of the Administration Book or online at www.gfwcnc.org (**Note:** These contributions are those for the reporting year and must be forwarded to GFWC-NC Headquarters postmarked by **December 31st**)

General instructions for Reporting:

The following are guidelines for completing the CP&S Report. Complete the CP&S Report Form and mail as instructed on the form.

There should be no cross-reporting **within** a Community Service Program, GFWC Special Projects, or Advancement Areas; **nor between** Community Service Programs, GFWC Special Projects, or Advancement Areas. The **only exceptions** to cross reporting are the GFWC-NC President's/Director of Junior Clubs' Special Project, the GFWC-NC Juniette Special Project, and other GFWC-NC Specific Award areas ie Boys & Girls Home of NC Award, Volunteer in Schools Award, Drug Education Award, Child Self-Esteem Award, Federation Day Award, and State Arts Festival Participation Award.

Number of Projects:

The Number of Projects is the numerical account of the programs and projects initiated and participated in by the clubs. Clubs should report the number of programs and projects sponsored by their club; this includes activities held outside a club meeting and at a club meeting. This can include speakers at club meetings.

Participating Members:

Report the number of members participating in applicable programs/projects. The number of members **should not exceed** the number of dues paying club members nor include the guests that are non-members.

Volunteer Hours:

Volunteer Hours is the amount of time that members worked on club approved programs and projects. Clubs should report total time involved in projects and programs sponsored and/or supported by the local club. This includes the time spent telephoning, running errands, writing letters and reports, etc. Travel time may be included, except for travel time to and from regular club meetings. Hours for club programs may be counted as length of time of the program multiplied by the number of members present (ex: ½ hour program x 24 members present = 12 hours).

Dollars Donated:

Dollars donated is the monetary amount given to the programs and projects. Clubs should report the total amount of money donated for participation in, and funding of, programs and projects.

In-Kind Donations:

In-Kind Donations reflect the monetary value for goods provided to the programs and projects. Clubs should report the monetary values for goods provided. This does not include mileage.

<http://www.gfwc.org/wp-content/uploads/2015/02/wwd-InKind-Donation-Guide.pdf>

2017 GFWC-NC Club Participation and Statistical Report (CP&S)

Club Name	General/Junior/Juniorette
Address/City	District
Club President's Name	Phone #/Email Address

Membership and Extension	Yes	No
Held Orientation for new members		
GFWC-NC District/State Officer or District/State Community Service Program Chairman spoke to club		
Sent Club Newsletter to GFWC-NC Headquarters		
Sent copy of Club History to GFWC-NC Headquarters (current and/or update)		
Sent copy of Club History to GFWC Women's History and Resource Center (current and/or update) Note: Please see award criteria for WHRC in Administration Book		
Does your club have a website? (please list website address below)		

Number of **GFWC Clubwoman** magazine paid subscriptions in your club? _____

If your club has the following, please provide your address:

Website: _____

Facebook: _____

Twitter: _____

GFWC & GFWC Specific Project Reports	# of Projects	# of Members Participating	Volunteer Hours	Dollars Donated	In-Kind Donations
GFWC Signature Program: Domestic Violence Awareness & Prevention					
GFWC Signature Program: Community Service Projects TOTAL					
GFWC Signature Program Partnership: Prevent Child Abuse America TOTAL					
GFWC Juniors' Special Program: Advocates for Children					
GFWC Juniors' Special Program: Community Service Projects TOTAL					
GFWC Juniors' Special Program Partnership: March of Dimes TOTAL					
GFWC Juniors' Special Program Partnership: St. Jude Children's Research Hospital TOTAL					
Arts					
Arts Community Service Project TOTAL					
ArtFest					
Arts Festival					
Conservation					
Conservation Community Service Project TOTAL					
Education					
Education Community Service Project TOTAL					
GFWC Education CSP Partnership: Hugh O'Brian Youth Leadership (HOBY) TOTAL					
ESO	Volunteer Hours	Books Read			

CLUB NAME: _____

Home Life	# of Projects	# of Members Participating	Volunteer Hours	Dollars Donated	In-Kind Donations
Home Life Community Service Project TOTAL					
GFWC Home Life CSP Partnership: Easter Seals TOTAL					
GFWC Home Life CSP Partnership: Canine Companions TOTAL					
GFWC Home Life CSP: Inside Knowledge TOTAL					
GFWC Home Life CSP: The Heart Truth TOTAL					
NC Developmental and Neuro-Medical Treatment Centers					
NC Boys & Girls Home					
GFWC-NC State Juniorette President's Special Project: 2017 – Cancer Awareness & Prevention					
International Outreach					
International Outreach Community Service Project TOTAL					
GFWC International Outreach CSP Partnership: Heifer International TOTAL					
GFWC International Outreach CSP Partnership: Operation Smile TOTAL					
GFWC International Outreach CSP Partnership: U.S. Fund for UNICEF TOTAL					
GFWC International Outreach CSP Partnership: United Nations Foundation (Shot@Life) TOTAL					
Public Issues					
Public Issues Community Service Project TOTAL					
GFWC Public Issues Community Service Partnership: Sew Much Comfort TOTAL					
GFWC Public Issues Community Service Partnership: USO TOTAL					

GFWC Advancement Areas	# of Projects	Volunteer Hours	Dollars Spent	
Communications and Public Relations				
Leadership				
Legislation/Public Policy				
Membership				
	# of Projects	Volunteer Hours	Dollars Donated	In-Kind Donation
Women's History and Resource Center (WRHC)				
	# of Projects	Volunteer Hours	Dollars Raised	
Fundraising & Development TOTAL				
GFWC Endorsed Fundraiser Project: Flower Power				
GFWC Endorsed Fundraiser Project: Terri Lynn Foods				

Postmarked by February 1st

<p>All Clubs (General, Junior, and Juniorette) Mail CP&S Form to: Georgann Athanaelos Sapp, GFWC-NC Second Vice President 1207 Woodacre Cir., Kannapolis, NC 28081 704-467-3262 jsappnc2@aol.com</p>	<p>Juniorette Clubs will also mail a copy to: Jill Sutphin, GFWC-NC Juniorette Chair 1380 Afton Park Ln., Apt. 1H, High Point, NC 27265 336-260-3096 wizardofoz27@hotmail.com</p>
--	---