

## **AWARDS CHAIRMAN**

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Bulletin 1B



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GFWC Morgan Town Woman's Club - *1st Place*; GFWC Anytown Woman's Club - *2nd Place*; and *3rd Place* - GFWC Grandville Woman's Club. It is so exciting to hear your club's name called and to be recognized in front of all the convention attendees. Each year over 500 awards are given during our annual convention. What a wonderful way to express thanks for all the club's efforts and to acknowledge their accomplishments. The excitement from winning is contagious and each club has the opportunity to share in the joy of making a difference, not only within their club but also their communities.

As your Awards Chairman, I have the distinct honor of seeing your accomplishments and creativity. Yet I know that there is still so much more that is not reported. We encourage each club to document your activities and then report your accomplishments to each chairman relevant to each activity. With the online forms, it is now a much easier process especially with so much less paper work. Be sure to concentrate on the content and let the Federation know about your outreach and unique programs. Let me give you a little insight into the awards areas where you excelled and came up short. Then, identify areas that may help raise your Honor Score and be more competitive in the Community Service Programs and Special Advancement Program areas.

Each section in the reporting forms is an opportunity to share your documents and gain points. Under contributions a donation to Paving the Way is worth 3 points. Many clubs fail to take advantage of earning these points. All clubs did exceptional with meeting deadlines. The President Project is a major focus so make sure you fully record your efforts in this area. Also many clubs failed to submit a LEADS candidate or to report their efforts on Legislative Issues according to the reports. These are easily corrected. Most clubs were very generous with their contributions to headquarters and related funding needs. I am sure that most clubs have a Yearbook and Newsletter but some failed to submit them for competition. Clubs are obviously different and we recognize that some areas are simply not part of a club's focus. That is fine, just do not overlook something you have done. Take an event/project inventory several times during the reporting process.

### **Benefits of Report**

You see the deadlines and the amount of work to be done and may ask why. When it is finished then most clubs celebrate and realize the benefits. You get to know another dimension to each member and their skill sets. It can be fun, especially reminiscing afterwards. Your materials are now a club map for getting from A to Z for the next year. You now know those crooked roads and dead end streets. Your report is a tool for budgeting and an accounting document. It provides a picture of history worth repeating and an history to avoid. It is a source for new members and leaders to read and build on. Your statistics are part of the bigger Federation picture and facilitate partnering with local and national organizations.

## **A Few TIPS for the Process?**

- Set down with your club's Executive Boards and review the GFWC Florida and GFWC reporting guidelines. These can be found on the GFWC Florida and GFWC's website. Check for information of each CSP, Special Advancement Program Areas and other reporting options.
- Identify the members in your club who are best skilled with using the internet and downloading and uploading forms.
- Identify those members who are best at writing and editing.
- Start now reviewing your newsletters, yearbooks, events, minutes, treasurer reports, and agendas for projects, programs and other pertinent information that you will want to report.
- If you have a club computer, make sure that there is a file structure where club documents are stored. If not, purchase a "thumb drive", also known as a "flash drive."
- Mark the Reporting DEADLINES now and remember that the reporting year is Jan 1-Dec 31, 2016.
- Your club must be current with GFWC Florida dues and all reported projects must have occurred in the reporting year 2016 .
- Where To Report It?
  - Go to the GFWC Florida website and to the "Where to Report It for 2016." This is a helpful document: [www.gfwcflorida.org](http://www.gfwcflorida.org) then to WOMEN/DOWNLOADS tabs.
  - Under WOMEN/DOWNLOADS see the reporting forms and download the following. Make sure you are downloading are the latest version of the file(s):
    - (a). Reporting Statistical Worksheet (Excel)-CLICK ON EACH TAB ALONG THE BOTTOM AS EACH CSP AND SPECIAL PROGRAM AREA HAVE THEIR OWN STATISTICAL SHEET. THERE IS NOT A "ONE PAGE FITS ALL" FOR 2016.
    - (b). Honor Score (Excel)
    - (c). Lois B Perkins Award (Excel)
- When you download your files, make sure you include your full correct club name in the file name such as HonorScore(club\_name).xls.
- Only use the xls file type since ever Chairman can quickly open those files.

**Let's make reporting a fun time and set a goal of 200 for the number of clubs reporting for the 2016 reporting year.**

**"LIVING THE VOLUNTEER SPIRIT"**