



## **NARRATIVE REPORTING General Guidelines.**

Report separate club projects on separate Project Report Forms.

Please type, single space, use 12 point font (Times New Roman, Arial, Helvetica). The maximum limit is two (2) pages.

The club name should appear on each page, no attachments. The first line of the second page would read: CLUB Name, Page 2.

Describe your activity/program by telling the story using: who, how, where, when and why!

\*\*\*You can report the same project in both a community service program area and an Affiliate Organization (ex. An activity in Health and Wellness that supported St. Jude Children's Research Hospital would be reported in both the CSP and Affiliate forms).

Do **not** write one long report with all activities.

Do not report a specific project or program in more than one program area - choose one program area to report in, thinking of your club's purpose for doing the project/activity.

Include photos, fliers used to promote your project/program, or newspaper articles. These do not count in the two page maximum, they are additional information.

\*\*The number of members participating may not exceed the total number of members for whom your club paid dues in the reportable calendar year.\*\*

Email or Mail Completed Forms to:  
Minette Stalheim Johnson  
GFWC MN Dean of Departments  
615 W 6th St  
Starbuck, MN 56381  
320-334-1865  
[msjohnson.officemail@gmail.com](mailto:msjohnson.officemail@gmail.com)

**US Postal Mail deadline: Postmarked by January 6, 2025**

## GFWC MN NARRATIVE Report Form

*Reportable calendar year 2024 (completed in January 2025)*

REPORTING AREA: \_\_\_\_\_

**(Choose one for each project report)**

Arts & Culture / Civic Engagement and Outreach / Education and Libraries / Environment / Health & Wellness / Legislation & Public Policy & Resolutions / Leadership / Membership / Women’s History & Resource Center / Communications & Public Relations / Fundraising / Signature Program: Domestic & Sexual Violence Awareness and Prevention / Juniors’ Special Program: Advocates for Children

Club Name:

District:

Preparer’s Name:

Phone:

Email:

Project Name:

<b>The following are for <u>this project</u> - do not use this form to report your club total for all projects.</b>			
Volunteer Hours for this project		Number of Members participating in this project	
Dollars Donated: <i>(GFWC Special Programs, Community Service Programs, Women’s History &amp; Resource Center)</i>  <b>\$</b>	In-Kind Donations: <i>(GFWC Special Programs, Community Service Programs, Women’s History &amp; Resource Center)</i>  <b>\$</b>	Dollars Spent: <i>(Advancement Plans ONLY) [include what was traditionally in-kind donations for advancement areas]</i>  <b>\$</b>	Dollars Raised: <i>(Fundraising and Development ONLY)</i>  <b>\$</b>

Please attach no more than two (2) pages of narrative per project you are reporting

Include your club name and project name on each page.