

District Reports Guidelines for Writing and Submitting Narratives Reports:

- ❖ Amazingly they have all of the same requirements of the Club report with a few differences.
- ❖ As a district Chairman you should add all the time and effort spent collecting, getting the reports ready to judge, helping the judge understand what they are judging, collecting the judged reports, sending the information to your District Dean of Chairmen.
- ❖ You should add any time spent reporting at district meetings.
- ❖ You also can only report what you do as a district chairman & not what the Clubs do. The rule is simple – if you didn't do it, you cannot report it.
- ❖ Send all of your club reports to the State Chairmen, ALL of the reports to the State Chairmen. It must be important; it was printed twice. The State chairmen need all the reports for their GFWC report.
- ❖ Mark the category winners in the Top Right Hand Corners – big enough so any one can read it! Say “Small Club Winner” or “Small Club 1st place”. Make it easy on the State Chairmen.
- ❖ The Deadline to get your District reports to the State chairmen is February 15, 2017 & 2018 or have your District Dean bring the reports to the winter California Federation Board meeting that is held in February
- ❖ If you snail mail your reports, no signatures required, please. First class mail will do fine.

The Membership Team will give you special instructions for membership reports, check the membership page, please.

DISTRICT SIZES

SMALL	400 OR LESS
MEDIUM	401-700
LARGE	701 OR MORE