

## *Club Guidelines for Writing and Submitting Narratives Reports:*

Each club must submit their project narratives on the CFWC Club Award Entry Form.

- ❖ One Club Award Entry Form for each program or advancement area report.
- ❖ The Club Award Entry Form is considered page one (1) and has the Program, Club Information, and Contact Person.
- ❖ Narratives must be typewritten, single spaced, may be doubled spaced if you would like.
- ❖ The font cannot be smaller than 11 and please no photos.
- ❖ Report cannot exceed more than 3 pages total.
- ❖ Every project does not have to be included on your Club Award Entry.
- ❖ Clubs can select the projects they would like to write about.
- ❖ Each project must have a heading with the hours, dollars & in kind in that heading.
- ❖ Name your project, do not use numbers, these don't mean anything to the judges. Names add to your reports.
- ❖ Example: Your club does a report in the Arts program. The report consists of a CFWC Club Award Entry Form and 1 additional narrative page front & back for a total of three written pages. You may start your narrative at the bottom of the CFWC Club Award Entry Form.
- ❖ Use the current 2016 form found on the CFWC website. The CFWC Website has the newest version or ask your District Dean for copies of the correct form or attend a district workshop on report writing.
- ❖ Reportable things are club projects, district projects, state projects, & GFWC projects that your club did. Club projects are in your club minutes or in your treasurer's reports, the other projects listed here do not have to be in your club minutes or other club reports.
- ❖ It is simple, if the club did it- report it. If one member did it & it is not in any club minutes or the treasurer's report it does not count as a club project. Do not make things up. If part of the project will happen next year, you cannot report on that part of the project. The same goes for what happened last year. Report on what happened in a club project this calendar year only.
- ❖ Report only the money spent or raised. Money that went through the club treasury goes in the Dollars space & in-kind donations go in the in-kind space. Every kind of money that did not go through the Club treasury is in-kind.

### **CLUB SIZES**

SMALL CLUBS	1-20 MEMBERS
MEDIUM CLUBS	21-40 MEMBERS
INTERMEDIATE CLUBS	41-70 MEMBERS
LARGE CLUBS	71+ MEMBERS