



## Tips for Reporting / Award Entries

### Tracking Your Projects:

- Start with your club minutes. Speakers, meeting projects, should be in your minutes.
- Create a spreadsheet to track each project under each of the different CSP or advancements. It is available on our website under Community Service/Awards. It is the Club Project Tracking Sheet <https://gfwcnc.org/community-service-and-volunteering-opportunities-gfwc-nc/awards/>
- Keep track of your speakers – you can count the length of time a speaker speaks times the number of members at the meeting (not the number of club members in the club). If your speaker talked about recycling – that goes under conservation.
- Create a worksheet that your project chairmen fill out and turn into your reporting person.
- IF you keep track through out the year, it will make the end of year process easier.

### Where does it go?

- Determine what was the focus of the program? Was it tutoring? That would go under education; Healthy eating? That would go under Home Life; Working with St. Jude's – that would be the GFWC Junior's Special Project Advocates for Children. The Section 7 – Community Service Programs and Advancements in the Administration Book will give you project ideas and also help determine where your projects should fall under.
- One of the biggest continuing issues we have is clubs entering the same project under both a Community Service Program and another GFWC program – Cross Entries! For example a club enters a collection of purses filled with toiletry items for domestic abuse victims under both the GFWC Special Project Domestic Violence as well as Home Life. That is a cross entry give us false numbers. BUT there are SOME award entries that we do accept cross entries. They are:

### Principles of Good Report Writing

1. Know your purpose
2. Know your audience
3. Choose and organize your content around your purpose and audience

### Avoid the Following

- Too long of sentences
- Negative reporting
- Long noun strings  
Example: Duke has hospital employee relations improvement program.  
Correction: Duke has a program to improve relations among employees.

### The 7Seas of Award Narratives

- Complete - Topic sentences / Supporting evidence / One main idea in each sentence and paragraph
- Coherent - Organize your writing – sentences should flow.
- Concise - Delete unnecessary words, trite phrases, redundancies
- Concrete – active vs. passive sentences
- Courteous – Tone / Tact (don't' demean or patronize); Remember that you do not know who will be reading these award entries so keep it courteous and respectful
- Clear – clean grammar; avoid jargon & acronyms
- Correct - Don't forget to proof read!!

### Writing Your Award Narrative

- **Create a summary paragraph first! This gives a quick overview that also includes your numbers.**
- Use paragraphs for readers
- Use language appropriate for readers
- Use action verbs

- Include Collaborative partners – any groups that your club partnered with should be included in your narrative
- Public Relations – The following information can be included in an award entry narrative BUT you cannot include this information in one award entry AND the Communications & Public Relations award entry – be careful about this!!
  - Did your club get newspaper coverage? Did you submit photos?
  - Did you submit an article or press release about your project?
  - Consider writing a Letter to the Editor
  - Suggest a news story on a local TV station
  - Write an article for a local magazine

### **Good Report Writing**

- Was the project successful?
- Were other organizations or clubs involved?
- What was the need for the project?
- Was the project different, new, special, or creative?
- Who benefitted from the project? The Club, another group, or both?
- Dollars raised, in-kind and hours donated
- What was the impact to the community?
- What were the obstacles and what did the club do to overcome them?
- Who in the club worked on the project? 2 members, 25 members or all members?
- How long did it take to do the project? 2 hours or 6 months?

### **Change Reminders**

- No more than 5 projects or programs on an award entry from (unless otherwise noted)
- Choose your ONE project for the Creativity Award.
- If there isn't an award entry form – there isn't an award.

### **NOTES:**

We are no longer asking for # of members participating on the CP&S form, but in an award entry narrative, the number of members participating does help the reader understand the impact a club may have had and how supported the club was with the project. *YOU CANNOT COUNT NON MEMBERS NOR CAN YOU HAVE MORE MEMBERS PARTICIPATING THAN YOU HAVE IN YOUR CLUB.*

We have a number of changes to the award entry process this year. Information was provided at the 2018 State Summer Meeting & in the 2018 Fall Clubwoman Magazine.

PLEASE do not hesitate to reach out to Helen with any questions you have about our award changes. It is very important to know that *if you do not follow the guidelines and instructions, the award entry will be disqualified.* We are here to support you!!

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*“We all leave footprints as we journey through life – make sure yours are worth following.”*  
 ~Bob Teague, Journalist