

# Reporting

## Reporting Rules

**Using the Official GFWC Washington State Reporting Form** will help calculate the statistical information from all the clubs in our state. You must use the official reporting form when reporting if you wish to be considered for awards. This form will be available prior to reporting deadline.

**Narratives** – are important for they give valuable information about your projects not found on the statistical form. You must submit one narrative for each area you are reporting in if you wish to be considered for awards.

**Cross Reporting – IS NOT ALLOWED!!** Find the best spot to report your club's efforts and do not repeat on either the statistical report or in the narratives.

**Can individual member's efforts be reported?** The simple answer is NO! The only way you can legally honestly report individual member's efforts is to have that member ask the club to support. Support means: either a financial donation from the club's treasury or the enlistment of additional member's time and talents to help with a project. Additionally – your club must vote to make these "individual" efforts a "club" effort – or reporting it is just plain "fudging" your reports.

Please share this information with all your officers and chairmen.