



GFWC Illinois Federation of Women's Clubs
5 East Van Buren Street, Suite 208
Joliet, Illinois 60432
815-724-1095 Fax: 815-724-0196
gfwc-illinois@sbcglobal.net



August 2014

Dear Presidents,

Enclosed, you will find the Informational/Reporting Packet for the 2014-2016 Administration. In an effort to conserve time and money, we have prepared this packet to be used for both years of the administration. It is highly likely that there will be updated information next year, which we will deliver to you at approximately this time next summer.

Please review the checklist and make sure you have all the forms intended. If you are missing anything, don't hesitate to contact Deana at the phone number or email address above.

If you have ANY questions, please contact me at dinaper@cs.com / 630-416-0756 or Phyllis Skubic at pjskubic@gmail.com / 815-735-9947.

In addition to the report forms, the following booklets are included in this packet:

- 1) Treasurer's Instructions-Dues and Project Contributions are detailed here. Please deliver to your Club Treasurer.
- 2) Scholarship Information-Club Education Chairmen should contact local high school guidance counselors and present these forms to them. You may have the Club President sign the forms in advance so the students can send them to us directly, or the students will need to return the applications to the club for the President's signature. Either way, these forms are due to Scholarship Chairmen Nancy Willis by February 15th.
- 3) Resolutions-Please review these with your club members. They represent the positions we take on vital issues of the day. If your Club would like to submit a resolution for review or you feel a topic needs an update, the procedure is detailed in the booklet. The due date to submit revisions is October 1. If you have any questions, contact Becky Weber, Legislation and Public Policy Chairman, at mweber@mtco.com or 309-369-1133.

Please review and share the contests that clubs and members may enter. These include the Arts Contests, which are on hot pink paper. The deadlines vary and some are sent directly to GFWC, so if a contest appeals to you, read the instructions carefully. We would love to be inundated with contest entries!!

A "Reporting Grid" has been provided with the names and addresses of the State Chairmen who will be receiving your reports. Your district will provide a grid listing District Chairmen. Email submissions are welcome this year!

Review this packet with your chairmen. The sooner you start on the reporting process, the less stressful it will be. I've often heard it said about reporting and awards, "We don't volunteer for the awards". Of course not. But since there are awards being given, we might as well receive a few of them. It's just a pat on the back for a job well done. The information that you report is truly useful to identify things of value to our members. This often translates into partnerships with other organizations that benefit us greatly. If you've never reported, pick one thing your club loves doing and report on that. If every club did that, I would consider it a great success. Thanks for all you do!

Diane Addante, GFWC Illinois President 2014-2016

REPORTING

Phyllis Skubic, President Elect / Dean of Chairmen

Why Report:

- ✓ A good report will save the next project chairman time and frustration
- ✓ Reporting is a practical way to document club work for historical purposes
- ✓ Statistics should be shared with members and celebrated
- ✓ Data can be shared with businesses and local officials to acquire influence, volunteers, donations or funds
- ✓ When sent to GFWC Illinois and combined with numbers from all clubs, we can acquire meaningful partnerships such as Prevent Child Abuse-Illinois and Children's Research Foundation.
- ✓ When statewide information is sent to GFWC, a similar phenomenon occurs. The numbers are inspiring and represent real power to make a difference. Impressive organizations want to work with us; and, it all starts with the work your club does and your willingness to report it.

Reporting Procedures

- Include activities occurring from January 1 to December 31
- Compile information on club programs / projects: A good report will tell a story and describe the project
 - What did you do?
 - How did you do it?
 - When did you do it?
 - Why did you do it . . . Who benefitted?
 - Was money spent, donated or raised?
 - How much money was spent by the club?
 - How much was donated by club members or community residents as 'In-Kind Donations'?
 - How much money was raised by the project and where was it donated?
- Organize your project reports into ONE of these areas:
 - **Special Projects:** *GFWC Signature Project, GFWC Illinois State Project, GFWC Junior Special Project*
 - **Community Service Program:** *Arts, Conservation, Education, Home Life, International Outreach, and Public Issues*
 - **Advancement Areas:** *Communication & Public Relations, Leadership, Membership, Legislation & Public Policy, Women's History and Resource Center (WHRC), and Fundraising & Development*
- There is NO DUAL REPORTING! Pick one spot for each project.
- Use the definitions of terms on page three (3) of the Report Form to help you determine statistics.
- Only report club-sponsored activities. Efforts of members outside the club are admirable, but not generally reportable. A club can vote to sponsor the member by donating money or volunteering time to this outside effort and then it would be reportable. *Example:* If a member works at an Animal Shelter, that would not be reported. If the club voted to donate money or collected items for the Animal Shelter from the club membership, or the member spoke about her work at the shelter on a regular basis at the club membership meetings (like a liaison), her efforts are reportable.
- Narratives are required to be considered for awards at the GFWC Illinois State Convention. Each narrative should be a maximum of two (2) pages, single spaced on 8 ½ x 11" paper. The first page should be headed with the following: **Program Area, Club Name, District Number, Total Number of Projects, Total Money Donated, Total Number of Hours, Total Value of In-Kind Donations and Number of Members Participating.** Please head page two with: **Program Area and Club Name.**
- All reports must be postmarked or emailed by February 1st

Clubs no longer send ANY reports to GFWC (Washington DC), the GFWC Illinois State Chairmen and State President will be summarizing statistics from clubs and sending those summaries to GFWC on your behalf.

GFWC Partnerships are listed on the face of the report form. This will eliminate any guesswork as to whether an organization is a partnership or not. If your projects are not partnership-related the statistics are summarized on the line

for 'Community Service Programs'. Several GFWC Partnerships from prior administration have been dropped for the 2014-16 Administration. If your club supported those past Partnerships, please report those activities under the heading: Community Service Projects. Just because they are no longer a GFWC Partner--report the activities you do.

Common Issues and How to Report Them

1. **You can NEVER report more members than you have:** If you have 20 members and they all participated in ten (10) different Education projects, you can still only report 20 for the "Total Members Participating" on the Education Report Form – not 200 (20 members x 10 projects). The number of members you use for your annual reports is found in the current GFCW Illinois Yearbook.
 2. **All activities reported must be club-sponsored:** This means that the membership voted on it. One question that arises is the time spent by a club member in some official capacity. For example: you have a member of your club that serves on the Arts Commission. You can count her time on the Commission only if the club membership voted that she do that as a club representative and it is understood that she is the club's representative or liaison, to the Art Commission. She should be given time to speak on the club meeting agenda about the issues of the commission on a regular basis. A member serving on the Village Board or City Council is a different matter, because she was voted on by her constituents and is their representative on the Village Board, not the clubs. However if she speaks about Village issues at a club meeting, you would report that time. Example: 15 minute presentation x 20 members present = 5 hours.
 3. **You can only report MEMBER hours:** It is great to mention in the narrative that the club had the help of others. That's good information and lets the reader know that you get others involved. But for the numbers that you report and carry forward to the summary page (report form itself), ONLY member hours are counted.
 4. **The issue of donating new versus used items:** If members are donating items that they already own, treat those items as "in-kind donations". The value you give the item is not what you originally paid for the item, but rather a fair market value. In this Reporting Packet is a listing of 'In-Kind Donation' values for a large variety of items. However, if a member PURCHASED a brand new coat and donated it, then it would be a DONATION, because the member spent money for the specific purpose of donating a new coat to a child in need.
 5. **Should you report donations made by others to your cause, event, etc.?** If someone outside of your club provides money and it doesn't flow through your club treasury, it should be noted in your narrative, but excluded from your statistics. The statistics are designed to give GFWC the details of what the clubs themselves are doing. If the money flows through your club treasury, then by all means it should be reported and included in your statistics as monies DONATED.
 6. **There is no DUAL REPORTING anywhere.** The one area this happens in most often, is Fundraising. Under Fundraising, report your time spent in fundraising efforts and the income, net expenses. The donations you make, with the money you raised, should be reported in the various Community Service Programs or Special Projects. This is NOT considered dual reporting.
 7. **Joint Projects:** If your club works on a joint project with another club or service organization, your report should include only your club's statistics. You can include the total scope of the project in your narrative, but the statistics reported should reflect only your club's share of the project.
- This Report Packet has all the **KEYS** you'll need to report your club's activities. If you have any questions, concerns or just need help getting started, please don't hesitate to contact me . . .

Phyllis Skubic, President Elect / Dean of Chairmen

Email: pjskubic@gmail.com

Mobile phone: (815) 735-9947

Home phone: (815) 634-2637

ADDITIONAL REPORTING INFORMATION

Membership Numbers from the 2014-2015 State Yearbook are required.

Dollars Donated and/or In Kind Donations have been eliminated in some areas as noted by xxxxx in those columns.

Membership is being reported with other Advancements. For Advancements, dollars will either be spent or raised.

Most Charimen are willing to receive emailed reports. Those who will accept emailed reports are noted on the reporting grid. Clubs can obtain email-ready report forms from our website at www.gfwcillinois.org or by requesting a copy from headquarters via gfwc-illinois@sbcglobal.net or (815) 724-0195. Thanks in advance for your patience!

DEFINITIONS

Partnership Projects are projects in each area for organizations with whom GFWC has established a formal relationship.

Community Service Projects are projects members initiate that are not GFWC partnership projects.

Number of Projects - self explanatory

Member Hours - the amount of time members worked on club-approved programs and projects.

Dollars Donated - the monetary amount given to programs and projects

In Kind Donations - the monetary value for pre-owned goods provided to programs and projects. Refer to the GFWC In Kind Donation Guide for estimated value of these items at www.GFWC.org/Reporting.

Dollars Spent - costs incurred by members or clubs to achieve Advancement goals.

Dollars Raised - dollars earned from fundraising.

INSTRUCTIONS

Narratives for each Special Project, Community Service Program and Advancement **may not exceed two (2) pages.**

Please complete this form and send to the appropriate State Chairmen as listed on the Grid Postmarked on or before **February 1**. NOTE: No copies are to be sent to GFWC in Washington.

If you are emailing reports, **please place "GFWC Illinois Reports 2014 and your Club Name"** in the subject line. Emails must be dated no later than February 1st.

District Chairmen will no longer be listed on the GFWC Illinois Chairmen's Grid (enclosed)

District Presidents: A grid for your use is included in your packet.

To be considered for awards, please include narratives.

NO DUAL REPORTING.

Questions: GFWC Illinois President Elect / Dean of Chairmen: Phyllis Skubic

Email: pjskubic@gmail.com

Mobile: (815) 735-9947

<p align="center">GFWC ILLINOIS</p> <p align="center">Suggested Reporting Areas</p>

ARTS

Partnership

American Mural Project

Community Service Projects

Art Education in Schools

Museums

Art Scholarships

Art Shows

Cooking

Crafts/Centerpieces

Fine/Performing Arts

Flower Arranging

Interior Decorating

Needlework/Sewing

Pennies for Arts

Quilting

Save Outdoor Sculpture

World Poetry Day

Youth Art Month

Very Special Arts (VSA)

CONSERVATION

Partnerships

Alliance for Community Trees

ACTrees

Community Service Projects

Pollution

Energy Awareness

Friends of the Park

Global Environmental Issues

Landscaping

Parks/Playgrounds

Water Issues

Wildlife Preservation

EDUCATION

Partnerships

Hugh O'Brien Youth

Leadership

Illinois Leadership Seminar

Community Service Projects

Adopt a Teacher

Book Clubs

Box Tops for Education

Class Assistance/Volunteers

Elderhostel

ILS Scholarships

Large Print Publications

Outdoor Learning

Storytelling

Scholarships

Teacher of the Year Awards

HOME LIFE

Partnerships

Canine Companions

Easter Seals

National Osteoporosis Fdn

Inside Knowledge

Community Service Projects

Home Life

Consumer Fraud

Food Pantries

Homeless Issues/Shelters

Identity Theft

Financial Issues

Special Olympics

Winning Wheels

Health

Self-Explanatory

PUBLIC ISSUES

Partnerships

Kettering Foundation
Sew Much Comfort
USO

Community Service Projects

Veteran's Issues
Native American Issues
Armed Forces
Burn Camp
Candidate Forums
Citizenship/Voting
Crime Prevention
DARE
Flag/Flag Etiquette
Girl/Boy Scouts
Government
MADD
Red Cross
Safety Issues
Sexual Assault

INTERNATIONAL OUTREACH

Partnerships

Heifer Project International
Operation Smile International
U.S. Fund for UNICEF
United Nations Foundation
Shot@Life

Community Service Projects

Helping Babies Breathe
World Food Day
Save the Children
Ethnic Clubs/Foods
CreSer Sao Paulo Sister Club
Int'l Visitors/Festivals

GFWC ILLINOIS • Description of GFWC Partnership Organizations {2014-2016}

These are described in detail with action plans in the GFWC Club Manual, but summarized here for convenience.

GFWC Signature Project - Prevent Child Abuse (PCA) America -In Illinois, we report child abuse prevention issues under GFWC Illinois State Project or GFWC Advocates for Children. PCA America is the leading national not-for-profit organization whose mission is to prevent the abuse and neglect of our nation's children. Contact at 312-663-3520 or BShaffer@PreventChildAbuse.org (Barb). Their website is www.PreventChildAbuse.org.

Advocates for Children - Emergency Medical Services for Children (EMSC)

This resource center was established in 1991 to improve the pediatric emergency care infrastructure throughout the US and its territories. Grant money has enabled the formation of state EMSC advisory committees, development of pediatric specific EMS protocols and more. Gaps have been identified in pediatric emergency care and strategies established to improve state EMS systems for children. Additional info can be obtained at 301-244-6300 or EMSCInformation@ChildrensNational.org. Their website is www.ChildrensNational.org/EMSC.

Advocates for Children - March of Dimes

The mission of March of Dimes is to improve the health of babies by preventing birth defects, premature birth, and infant mortality. They carry out this mission through research, community services, education, and advocacy to save babies' lives. They help moms have full term pregnancies and healthy babies.

Conservation – ACTrees

Alliance for Community Trees (ACTrees) is a national nonprofit organization founded to improve the environment where more than 90 percent of Americans live – cities, towns, and metropolitan areas. Today, ACTrees is a growing national network of more than 250 members and program partner organizations. These organizations are involved in community greening, stewardship of their community trees, public environmental education, policymaking, and other activities which engage residents in growing and sustaining tree canopy, and out urban groves and forests. www.ACTrees.org

Education - Illinois Leadership Seminars (ILS)

ILS is a 100% volunteer, 501c3, non-profit organization. The seminar will be held at North Park University in Chicago in early June and will introduce a new group of sophomore leaders to this life-changing experience. Unleashing the leadership potential of Illinois youth is the foundation of this multi-day seminar. Sophomore students from across the state are provided with a positive environment to explore their ideas about leadership and diversity through a variety of leadership panels, discussions, speakers, and hands-on activities including community service. Illinois Leadership Seminars (ILS) is a member of the National Society for Youth Leadership (NSYL). Illinois.leadership.seminars@gmail.com

Home Life – Canine Companions for Independence

This is the oldest and largest assistance dog program providing trained dogs for children, adults and veterans with physical disabilities. The organization was founded in 1975 and they have placed 3,700 assistance dogs. Contact at 707-577-1700 or BBunger@CCI.org (Bob). Their website is www.CCI.org.

Home Life – Easter Seals

Easter Seals provides services so that persons with disabilities have equal opportunities to live, learn, work and play. They assist more than one million children and adults annually through a nationwide network of more than 550 service centers. Call at 312-221-6827, ext. 7136 or email JJamieson@easterseals.com (Janet). The website is www.EasterSeals.com.

Home Life - The Heart Truth

The Heart Truth® sponsored by the National Heart, Lung and Blood Institute (NHLBI) part of the National Institutes of Health is a national education program for women that raises awareness about heart disease and it's risk factors and educates and motivates them to take action to prevent the disease. Through this program, the NHLBI leads the Nation in a landmark heart health movement embraced by millions who share the common goal of better heart health for all women. <http://www.nhlbi.nih.gov/educational/hearttruth/>

Home Life – Inside Knowledge

This campaign educates women and health care providers about gynecologic cancers. Approximately 71,500 women are diagnosed with a gynecologic cancer each year and 26,500 will die from one. This initiative was developed by the Centers for Disease Control and Prevention. Contact them at 202-729-4263 or cgelb@cdc.gov (Cynthia). The website is www.cdc.gov/cancer/knowledge.

International Outreach – Heifer International

For more than 65 years, Heifer International has provided gifts of livestock and environmentally sound agricultural training to improve the lives of those who struggle daily for reliable sources of food and income. They have helped 15 million families in more than 125 countries. To contact Heifer, call 888-548-6437, ext. 5046 or email Pat.Keay@Heifer.org. Their website is www.Heifer.org.

International Outreach – Operation Smile

Medical volunteers provide safe and free cleft lip and palate repair surgery for children all over the world. Operation Smile has been healing children's smiles and transforming lives since 1982. Contact at 757-321-7645 or DMorrison@OperationSmile.org (Dory). Visit their website at www.OperationSmile.org.

International Outreach – US Fund for UNICEF

For more than six decades, GFWC has supported the efforts of UNICEF as they ensure the world's most vulnerable children have access to immunizations, clean water, nutrition, education, emergency and disaster relief and more. Call at 212-922-2640 or email LStone@UNICEFUSA.org (Lacey). The website is www.UNICEFUSA.org.

International Outreach – United Nations Foundations, Shot@Life

This partner encourages Americans to champion vaccines in order to save children in developing countries. Every 20 seconds, a child dies of a vaccine-preventable disease. Call 202-862-8586 or email MCarter@UNFoundation.org (Maggie). The website is www.ShotatLife.org. Follow them on Facebook.

Public Issues – Kettering Foundation

This is an independent, nonpartisan research organization with one central question: what does it take for democracy to work as it should? They study ways citizens can take an active role to shape their common future. Contact at 937-439-9822 or DWitte@kettering.org (Deborah).

Public Issues – Sew Much Comfort (SMC)

SMC provides adaptive clothing to support the unique needs of wounded service personnel. They have custom-designed patterns and the clothing is provided at no cost to the service members. For info, call 952-431-6233 or email Michele@SewMuchComfort.org.

Public Issues – USO

A nonprofit, congressionally chartered, private organization, the USO lifts the spirits of American troops and their families. It relies on the generosity of individuals, organizations and corporations to support these activities. Contact them at 703-740-4938 or LFerrari@uso.org (Lisa). Their website is www.USO.org.

GFWC Endorsed Fundraisers

It Takes Two – High quality stationery, gift wrap, scrapbooking kits and volunteer appreciation items. There are no minimums, no pre-payment and free shipping. Call at 800-331-9843 or email at 4Info@ItTakesTwo.com.

Flower Power – The finest bulbs and plants from growers in Holland and the US, satisfaction guaranteed. Clubs can earn 50% profit from sales and an extra 5% from every sale goes directly to GFWC to support national projects. For details, call 1-888-871-5742 or visit online at www.FlowerPowerFundraising.com/GFWC.