

# REPORTING 2021 CALENDAR YEAR

## IMPORTANT DATES

**CLUB REPORTS DUE**  
**February 1, 2022**

**STATE CHAIRMAN REPORTS DUE**  
**March 1, 2022**

**WHAT TO REPORT**  
**EVERY PROJECT & PROGRAM**  
**COMPLETED DURING THE CALENDAR YEAR**  
**of 2021 JANUARY—DECEMBER**



**GENERAL  
FEDERATION OF  
WOMEN'S CLUBS  
PENNSYLVANIA**

**SANDY  
HAUENSTEIN  
PRESIDENT**

**SUBMIT  
REPORTS TO**

**DONNA MALONE**  
**2ND VICE PRESIDENT**  
**500 BELAIR ROAD**  
**HOLLIDAYSBURG, PA**  
**16648**  
**814-502-6125**

**AWARDS &  
RECOGNITION**  
**PRESENTED AT THE**  
**2022 GFWC PA**  
**CONVENTION**



## **GENERAL FEDERATION OF WOMEN'S CLUBS PENNSYLVANIA**

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# **REPORTING 2021**

## **THE NARRATIVES**

### **NARRATIVES SHOULD INCLUDE**

- **Project Name and Date**
- **A Brief but Detailed Description of the Project**
- **Who Benefited from the Project**
- **In-Kind Donations**
- **Total Funds Raised**
- **Total Expenses Incurred**
- **Total Volunteer Hours**

### **CONSIDER**

- **Appointing a Reporting Chairman or a Dedicated Reporting Committee**
- **NOW is the BEST time to collect information for all projects completed during January—June 2021**

**Reporting Guidelines & Glossary of Terms  
can be found on our Website  
[GFWCpennsylvania.org](http://GFWCpennsylvania.org)**