FUNDRAISING IN FIVE MINUTES

FUNDRAISING IN CALIFORNIA — ARE WE FOLLOWING THE RULES?

Good Fundraising Includes Good Recordkeeping

Holding a fundraiser may seem simple: sell tickets, collect donations, hold a drawing and raise money for a good cause.

But nonprofit organizations also have responsibilities under federal and California law.

Before your club's next fundraiser, here are some important things every clubwoman should know.

1. NOT EVERY PAYMENT IS A CHARITABLE DONATION

Suppose your club holds a dinner and charges $75 per ticket.

The entire $75 is not automatically a charitable contribution.

If the purchaser receives a meal or another benefit in exchange for the payment, the value of what the purchaser receives generally reduces the charitable portion.

For example:

Ticket Price: $100
Fair Market Value of Dinner: $40
Potential Charitable Portion: $60

The IRS calls this type of transaction a quid pro quo contribution.

When a donor makes a quid pro quo payment of more than $75, a charitable organization generally must provide a written disclosure explaining that the deductible contribution is limited to the amount exceeding the value of the goods or services received and giving a good-faith estimate of their value.

FUNDRAISING TIP:

Determine the fair market value of meals, entertainment and other benefits before advertising your event.

2. KNOW THE $250 DONATION RULE

For a donor to substantiate a charitable contribution of $250 or more, the donor generally needs a contemporaneous written acknowledgment from the qualified charitable organization.

The acknowledgment should include appropriate information such as:

- Organization's name
- Amount of a cash contribution
- Description of noncash property donated
- Whether the organization provided goods or services in exchange
- If applicable, a description and good-faith estimate of those goods or services

The organization should not assign a value to donated property in the acknowledgment; the donor is responsible for valuing the property.

FUNDRAISING TIP:

Create a standard donation acknowledgment letter your club can use throughout the year.

3. BE VERY CAREFUL WITH RAFFLES IN CALIFORNIA

Calling something an "Opportunity Drawing" does not automatically remove it from California's raffle laws.

If someone must pay for a chance to win a prize, California generally treats the activity as a raffle.

Eligible organizations generally must register with the California Attorney General's Registry of Charities and Fundraisers before conducting raffle activities, including selling tickets, and must receive confirmation before beginning. California also requires annual reporting of raffle activity.

And there is another rule many clubs may not realize:

THE 90/10 RULE

For a qualifying California nonprofit raffle, at least 90% of the gross receipts from ticket sales generally must be used for charitable or beneficial purposes in California.

Only 10% of raffle-ticket receipts can generally be used for raffle expenses.

This is one reason clubs should never assume:

"We've always done it this way, so it must be legal."

4. WHAT ABOUT 50/50 DRAWINGS?

This deserves special attention.

A traditional 50/50 raffle—where half of the ticket proceeds go to the winner and half stay with the organization—generally does not comply with California's ordinary nonprofit raffle 90/10 requirement.

California has a special statutory program for certain major-league sports organizations, but that does not make ordinary 50/50 raffles generally permissible for nonprofit clubs.

BEFORE YOUR CLUB ANNOUNCES A 50/50 DRAWING:

STOP AND CHECK THE RULES.

5. WHAT IF THE TICKETS ARE FREE?

California recognizes an important distinction.

A drawing can fall outside raffle registration requirements when participation does not require payment, tickets are distributed generally and indiscriminately, and voluntary donations are not required to obtain a chance to win.

Simply changing the word "price" to "suggested donation" does not necessarily solve the problem if a person effectively must donate to participate.

6. SELLING MERCHANDISE CAN CREATE SALES-TAX RESPONSIBILITIES

Being a nonprofit does not automatically mean every sale is exempt from California sales tax.

California generally imposes sales tax on sales of tangible personal property unless a specific exemption or exclusion applies.

Depending upon what your organization sells and how the applicable rules treat the activity, seller's-permit, sales-tax collection, or reporting requirements may apply.

That can matter when clubs sell things such as:

Crafts • Clothing • Jewelry • Holiday Items • Cookbooks • Merchandise • Gift Items

Before beginning an ongoing sales fundraiser, check the California Department of Tax and Fee Administration requirements.

7. KEEP FUNDRAISING RECORDS

Good recordkeeping protects your club.

For every fundraiser, keep records showing:

Gross Income

Expenses

Net Proceeds

Donations

Sponsorships

Goods or Services Provided

Raffle Income and Expenses, if applicable

How the Funds Were Used

For California raffles, records need to be detailed enough to complete the required raffle report, including receipts, expenses, dates, locations and the charitable or beneficial use of proceeds.

Don't simply report:

"We made about $2,000."

Know the numbers.

8. FUNDRAISING CAN HAVE TAX CONSEQUENCES

Tax-exempt does not necessarily mean that every activity an exempt organization conducts is tax-free.

Certain income from a trade or business that is regularly carried on and not substantially related to the organization's exempt purpose can potentially constitute unrelated business taxable income.

This is particularly important when fundraising activities begin looking more like an ongoing commercial business than an occasional fundraising activity.

Organizations should consult their tax professional when they are unsure whether an activity could create unrelated business income or reporting obligations.

BEFORE YOU FUNDRAISE — ASK THESE 8 QUESTIONS

1. Is our organization currently in good standing?

2. Does this fundraiser further or support our nonprofit purposes?

3. Are we selling merchandise that may be subject to sales tax?

4. Are donors receiving something of value in return?

5. Do we need to disclose the fair market value of that benefit?

6. Does this activity involve a raffle or other game of chance?

7. Have we completed any required California registration BEFORE starting?

8. Who is responsible for keeping the financial records?

If you can't answer these questions...

FIND OUT BEFORE YOU COLLECT THE MONEY.

FUNDRAISING WITH INTEGRITY

Our members work hard to raise money for scholarships, community programs and charitable projects.

Protecting those funds—and protecting our clubs—is part of responsible leadership.

KNOW THE RULES.

KEEP GOOD RECORDS.

BE TRANSPARENT.

PROTECT YOUR CLUB.

USE THE FUNDS FOR THEIR INTENDED PURPOSE.

Because responsible fundraising is another way we put...

❤️ LOVE IN ACTION ❤️

SGVD 2026–2028

This article provides general educational information and is not legal or tax advice. Clubs should verify requirements applicable to their own tax status and fundraising activity.

MEMBERSHIP TOOLKIT: WELCOMING AND MENTORING NEW MEMBERS

APPOINT A CLUB MEMBERSHIP CHAIRMAN

While it is true that all members should be involved in the recruitment process, each club should have one person who is willing to step up and take the lead on membership efforts. Electing or appointing a Membership Chairman is an important step to recruiting new members and can make a world of difference to the future of your club. The Membership Chairman should be:

- Organized and efficient.
- Motivated and enthusiastic.
- Knowledgeable and positive about the club and GFWC.
- Comfortable speaking in public.
- Outgoing and happy to meet new people.
- Willing and able to delegate responsibility.

Engage new members by:

- Offering a ride to club and committee meetings and project sites.
- Organizing a seating plan, such as grouping by favorite color, to mix new and seasoned members.
- Conducting an icebreaker at the beginning of each meeting or several times a year.
- Inviting them to travel with you to a District or State Federation meeting.

Consider these suggestions for integrating new members into the club:

- Hold a special initiation or induction ceremony for new members and present them with a GFWC member pin. (GFWC Marketplace offers pins and a GFWC Ceremonies Guide.)
- Encourage a class of new members to plan and execute their own service project under the guidance of an experienced member.
- Find out what skills, talents, and abilities each new member offers and is willing to share (e.g., computer skills, artistic talents, knowledge of specific program or advancement areas, etc.).
- Teach new members about the club and GFWC. Host new member orientations, set up Big Sis/Little Sis or other mentoring programs, and welcome them to each meeting and encourage their participation in discussions and project activities.

GROUP ACTIVITY FOR AQUAINTING NEW AND SEASONED MEMBERS

To retain members, everyone must be excited about the club and its opportunities for personal growth and friendships. Pairing experienced and new members to meet and share ideas and expectations is a good way to accomplish this task. Below are sample questions for a strategic "getting to know you" exercise but think creatively and adjust them for your needs. Choose thought-provoking questions that will offer new ideas and goal-setting opportunities for the club.

Create groups of equal numbers of seasoned and new members and ask:

SEASONED MEMBERS

- If you could do last year again, what would you do differently?
- What advice do you have for new members?
- What club accomplishment(s) are you most proud of?
- What has GFWC membership added to your life?

NEW MEMBERS

- What would you like this club to mean to you a year from now?
- What ideas do you have for community service projects?
- What personal or professional accomplishment are you most proud of?
- What talents or interests do you want to share with the club?

Allow 15 minutes or more for small group discussions and then gather the groups together to share highlights. Typically, it is more effective for seasoned members to report first, followed by new members.

MENTORING NEW MEMBERS

Mentoring is an effective way to encourage the involvement of new members. Clubs can designate mentors as "Federation Buddies" or "Big Sisters." The job of a mentor is to explain the "who, what, and how" of club work, so new members understand the club's structure, activities, affiliation with GFWC, and how each part relates to the others. To find mentors within the club, find enthusiastic, committed members who are interested in helping and supporting new members. Some basic qualifications for a mentor include:

- A high level of interest and knowledge about the club and GFWC.
- The willingness and ability to devote the necessary time and energy to be an effective mentor, including offering a GFWC Orientation before the club year begins.

• The openness to share some common interests, such as hobbies, family situations, business connections, etc.

Mentors can be assigned before or after a new member is welcomed into the club. Establish some guidelines, such as when the mentoring period begins, what it consists of, and how long it extends. Here are some basic tasks that are typically part of a mentoring relationship:

• Accompanying the new member to club meetings and other functions; making them feel at home.

• Introducing the new member to the club and individually to members.

• Staying in touch to encourage participation and engagement.

• Sharing information on the GFWC programs and special projects of the club.

• Explaining club rules, routines, customs, and traditions.

• Encouraging a connection to GFWC and attendance at District, State Federation, Region, and GFWC meetings and events.

CLARIFICATION ABOUT DUES AND DUES FORMS

DUES

There have been questions as to why CFWC & GFWC dues are not paid during the months of January through April. CFWC Bylaws, Article IX (Annual Dues) Section 9.3(C) states:

> *CFWC District Treasurers shall forward GFWC and CFWC new and late paying dues to the CFWC Financial Secretary by the 15th of each month from May through December.*

The CFWC Financial Team finalizes record-keeping from January through April and closes the books. Each Financial Team member has duties to complete, including preparing for the upcoming year.

Although CFWC does not accept payment of CFWC/GFWC dues for new or late-paying members during this time period, this does not mean that the Clubs and Districts cannot accept the dues. They can. They need to hold them until they can be paid beginning May 1st.

NOTE: *CFWC (**state**) will **not** accept dues remittances before May 1st.*

DUES FORMS

The cfwc.org website has updated forms under "Forms." Please use these instead of any forms you may have used prior to January 1, 2025. **NOTE**: If we receive "old" forms, we will return everything to the District Treasurer to use the proper, current form.

Each form can be downloaded from the website. Save the fillable form to your computer. Then, complete the form and save a copy to your computer. Please do not HANDWRITE the form. If you cannot complete the form on the computer yourself, please ask someone for assistance to help you at your club or district level. Once it is filled in, remember to save it again. You can then print and mail it to your district with your club check.

The *Club Information Form* must accompany each submission to your District.

Do not reduce the form or font size. Direct links for the three required CFWC forms are included below.

DISTRICT DUES REMITTANCE FORM

This is a CFWC required form. Please follow the directions on the form. We added some things to the form and removed unnecessary columns. Please mark the Area your district is in. **Please use your club's *legal* name** (it is okay to use "WC" for woman's/women's club). Be sure to fill in the district treasurer's information so we can contact the appropriate person if there is a problem or question. Submit the Club Information Form with your Dues Remittance form each time. Please note the box in the bottom right corner – this is for CFWC bookkeeping purposes. The most important addition is the red words that state: **DO NOT STAPLE CHECK(s) TO FORM.**

LINK TO FILLABLE DUES REMITTANCE FORM:

https://www.cfwc.org/wp-content/uploads/CFWC-Dues-Remittance-form-2025-fillable.pdf

CLUB INFORMATION FORM (Dues Statement)

This is a CFWC required form. This form indicates a change in club officers for the upcoming year. It should be completed by the outgoing club president and signed by both the incoming and outgoing presidents. If your officers remain the same, you must still complete and forward this form. Club presidents send this form to your district financial officer by the date set by your district, along with a copy of the club roster and a check payable to the district.

The Club Information Form is submitted with Club Dues to the District the FIRST time member dues are submitted. The District shall forward it to CFWC with the appropriate dues submission. All subsequent submission are submitted on the New & Late Paying Dues Form.

Once your district has received the Club Information Forms from all clubs in the district, the district will complete the Dues Remittance Form 2026-2028, attach ONE copy of the Club Information Form for each Club, and remit ONE check from the district for the total dues. These items are then mailed to the CFWC Financial Secretary.

LINK TO FILLABLE CLUB INFORMATION FORM:

https://www.cfwc.org/wp-content/uploads/CLUB-INFORMATION-FORM-Rev-1-14-2025-fillable.pdf

LINK TO NEW & LATE PAYING DUES FORM:

https://www.cfwc.org/wp-content/uploads/CLUB_NEW_LATE_PAYING_MEMBER_DUES_FILLABLE.pdf

AFFILIATE CLUB INFORMATION FORM (Data Blank)

This is a CFWC required form for Affiliate Clubs. The directions are the same as for the Club Information Form explained above.

LINK TO FILLABLE AFFILIATE CLUB INFORMATION FORM:

https://www.cfwc.org/wp-content/uploads/Affiliate-Club-Information-Form-2025-fillable.pdf

Per the CFWC By-Laws, both of the above forms are **due to CFWC by May 15th**. This does not mean your district writes the check on May 15 and puts it in the mail. It means that it must be RECEIVED on or by May 15. We all know how the mail works, which is why there is some leeway. However, if dues are not paid (received by CFWC) before July 31, your Club/District will not appear in the CFWC yearbook. **July 31 is a "hard" date.**

When received by CFWC, the form(s) are scanned and forwarded to the appropriate people, saving paper and extra postage.

The district submits the District Dues Remittance Form, which includes the club name, total members, dues paid, and a check, along with the matching Club Dues Information forms.

Should you have additional questions, please contact me.

Toby Kahan
CFWC Financial Secretary 2026-2028
909-720-3532

2026-2028 CLUB INFORMATION FORM- DUES STATEMENT

GFWC California Federation of Women's Clubs

Use the most current interactive form on CFWC.org, this form must be typed

Date Submitted _____

LEGAL NAME OF CLUB	District Name	Area

Incoming President

Address | City | Zip

Phone (hm) | Cell | Email

Incoming Treasurer

Address | City | Zip

Phone (hm) | Cell | Email

Club Mailing Address

Day and time of Meetings (i.e., 1st Friday at 11:00 a.m.)

Required Signatures: Presidents (outgoing) _____ (Incoming) _____

Above Officers will automatically be signed up for CFWC QuickBytes weekly e-newsletter, check box to opt-out: ☐

NOTE: ***CLUB PRESIDENTS / FINANCIAL OFFICERS / TREASURER***

1. Information reported on the Club Information Form will be printed in the CFWC Procedure yearbook.
2. Send 1 copy of the **Club Information Form with a check** for the number of Federation members to your **DISTRICT FINANCIAL OFFICER/Treasurer** on or before the date required by your District.

GFWC Dues: Current Number of General Members		x	$15.00	= $
GFWC Dues: Current Number of Juniorette Members		x	$10.00	= $
CFWC Dues: Current Number of General & Juniorette Members		x	$5.00	= $

FEDERATION DUES- AMOUNT DUE TO CFWC: $

District Dues: Current Number of Members		X	$	= $

TOTAL AMOUNT TO BE SENT TO THE DISTRICT FINANCIAL OFFICER $

******DISTRICT FINANCIAL OFFICER/ TREASURER ONLY******

1. Dues for **GFWC** $15 and **CFWC** $5 for every member shall be payable on or before **May 15th.**
2. Send **ONE** completed Remittance Form. You must include **ORIGINIAL** signed Club Information Form received from each Club **(ONE COPY ONLY), ONE** Dues Check payable to CFWC & mail to the CFWC Financial Secretary.
3. Annual dues are due on or Before **May 15th** to CFWC and are delinquent **June 15th**. If dues are not paid before **July 31st**, club will not be included in the CFWC yearbook.

DO NOT SEND MEMBERSHIP LISTS (rosters) **DO NOT STAPLE CHECK(s) TO FORM**

Revised 6/08/2026

CLUB NEW & LATE PAYING MEMBER DUES FORM

GFWC California Federation of Women's Clubs
Use the most current interactive (fillable) form on CFWC.org website.
This form must be typed

LEGAL NAME OF CLUB	District Name	Area
Date Submitted:		
Financial Officer:		

NOTE: ***CLUB FINANCIAL OFFICERS***

1. Send this Form to your **DISTRICT FINANCIAL OFFICER** and keep a copy for your records.
2. Send this Form **monthly or when members join or rejoin between June 1st until December 1st**
3. Send a club check payable to your District for the total amount. **DO NOT STAPLE CHECK(s) TO FORM**
4. Include a list of the names of New and/or Late Paying Members along with their contact information (address, phone number, email) for **DISTRICT USE ONLY.**
5. **This form and checks will NOT be accepted by your District after December 1st.**
6. **After December 1st** New Member Dues will be included with your Club Information Form.

GFWC Dues: Number of **NEW** General Members	x	$15.00	= $
CFWC Dues: Number of **NEW** CFWC Members	x	$ 5.00	= $
GFWC Dues: Number of **NEW** Juniorette Members	x	$10.00	= $
GFWC Dues: Number of **LATE PAYING** General Members	x	$15.00	= $
CFWC Dues: Number of **LATE PAYING** CFWC Members	x	$ 5.00	= $
GFWC Dues: Number of **LATE PAYING** Juniorette Members	x	$10.00	= $

		FEDERATION DUES- AMOUNT DUE TO CFWC:	$
District Dues: Total New & Late Paying Number of Members	X	$	$
TOTAL AMOUNT TO BE SENT TO THE DISTRICT FINANCIAL OFFICER			$

NOTE: The District Financial Officer will send this Club form along with the District Remittance Form and check to the CFWC Financial Secretary, Toby Kahan.

Revised 7/26/2026

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GENERAL FEDERATION OF WOMEN'S CLUBS

1734 N Street NW,
Washington DC 20036

202-347-3168
GFWC@GFWC.org
www.GFWC.org

Gold & Jubilee Pin Order Form

For 50 & 75–Year Members

Honor your GFWC club members who have devoted 50 or 75 years to the Federation with a GFWC Gold Pin for 50-Years or GFWC Jubilee Pin for 75-Years commemorating their volunteer service. GFWC Gold & Jubilee Pins should be requested by the GFWC club president. They are available at no charge for new recipients.

COMPLETE THE SECTION BELOW WITH CONTACT INFORMATION FOR GFWC CLUB PRESIDENT		
Club President's Name		
GFWC Club Name		
Mailing Address		
City	State	Zip
Phone	Email	
PRINT/TYPE NAMES OF EACH NEW GFWC GOLD or JUBILEE PIN RECIPIENT–Please specify which pin		
1.		
2.		
3.		
4.		
5.		
6.		
EMAIL OR MAIL YOUR FORM TO:		
GFWC@GFWC.org Attn: Gold/Jubilee Pins General Federation of Women's Clubs 1734 N Street NW Washington, DC 20036-2990 If you have any questions, please contact GFWC@GFWC.org or 202-347-3168. Please allow two to three weeks for delivery from time order is received.		

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Washington DC 20036

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GFWC@GFWC.org
www.GFWC.org

GFWC STAR PIN RECRUITMENT AWARDS

Celebrate Your Club Members' Recruitment Success!

Star Recruitment Pins and Circles are GFWC's recruitment incentive for clubwomen. The first five awards, recognizing members that have recruited five to 29 new members, are star-shaped pins with a butterfly clasp and a chain that attaches to the stem of the GFWC Member Pin. Members who have recruited 30 to more than 50 new members will be awarded the appropriate color circles to wear behind the gold star pin. These awards are cumulative across administrations. There are ten levels.

GFWC members who recruit:

- Five to nine new members receive a white star.
- 10 to 14 new members receive a red star.
- 15 to 19 new members receive a blue star.
- 20 to 24 new members receive a silver star.
- 25 to 29 new members receive a gold star.
- 30 to 34 new members receive a white circle to be worn behind the gold star pin.
- 35 to 39 new members receive a red circle to be worn behind the gold star pin.
- 40 to 44 new members receive a blue circle to be worn behind the gold star pin.
- 45 to 49 new members receive a silver circle to be worn behind the gold star pin.
- 50 + new members receive a gold circle to be worn behind the gold star pin.



Circle to be worn behind the gold star pin

GFWC CLUBS—Send the name of the recruiter and the names and contact information of the active, dues-paying new members to your state membership chairman. Only your state membership chairman is able to order the pins and circles from GFWC Headquarters. Questions about GFWC Star Recruitment Pins and Circles should be directed to your state membership chairman.

CLUB STATE MEMBERSHIP CHAIRMAN - Mail/Email the Star Pin Order Form to GFWC Headquarters AND a scanned/emailed copy to the GFWC Membership Chairman, Karyn Charvat at njwckaryn@gmail.com.

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GENERAL FEDERATION OF WOMEN'S CLUBS

1734 N Street NW,
Washington DC 20036

202-347-3168
GFWC@GFWC.org
www.GFWC.org

Form for Club Individual Recruiter of New Members

Club Name and State		Date
Recruiter's Name		
Mailing Address		
City	State	Zip Code
Name and contact information of the NEW member.		
Name		
Mailing Address		
City	State	Zip Code
Phone - -	E-mail	
Name		
Mailing Address		
City	State	Zip Code
Phone - -	E-mail	
Name		
Mailing Address		
City	State	Zip Code
Phone - -	E-mail	
Name		
Mailing Address		
City	State	Zip Code
Phone - -	E-mail	
Name		
Mailing Address		
City	State	Zip Code
Phone - -	E-mail	
Signature or Club President or Club Membership Chairman		
Print Name		
Mailing Address		
City	State	Zip Code
Phone - -	E-mail	

Mail/Email the completed form to your state's membership chairman at her address.

NOTE: Please send a separate form for each individual recruiter in order to avoid confusion.

GFWC is an international women's organization dedicated to community improvement by enhancing the lives of others through volunteer service.

CLUB 1st VICE PRESIDENT RESPONSIBILITIES

First Vice Presidents are members of the San Gabriel Valley District Executive Board and are expected to attend all San Gabriel Valley District Executive Board meetings for the entire agenda and the Convention.

Dean of Chair (1st VP) oversees the Chairman of Community Service Programs, Advancement Programs, as established by GFWC with some exceptions, and Administrative Chairman are appointed by the President and ratified by the Executive Committee. They are accountable to the President and the Dean of Chairmen.

CLUB DEAN IS RESPONSIBLE TO STEP IN AND REPRESENT THE CLUB WHEN THE CLUB PRESIDENT IS UNABLE TO PERFORM DUTIES.

See your club bylaws for responsibilities.

As Dean of Chairpersons:

Please be expected to:

1. Be the leader for your chair positions – help chairs come up with ideas, projects, or answer questions. Build committees by asking people what their passion is and suggest a program committee position based on what they LIKE to do.
2. Help your chairpersons present an event, collection, fundraiser or speaker at club meetings or events either in person or on zoom. (see Club calendar for availability)
3. Develop the programs of work for your program area, to be approved by of the District President and Dean. The Chairs bring their ideas to you and you get them approved through a motion at your Executive meetings. Remember, if the motion comes from a committee it does not need a second to proceed.
4. Be present at district meetings. YOU ARE A DELEGATE! This is where you get valuable information to bring back to your chairpersons. District Chairs will share what they find at state and GFWC to help your club come up with new and creative ideas!
5. Prepare and distribute articles for your club newsletter. It can be an article you write, something to share, tips or maybe a report on an event that was successful.

6. There will be a monthly meeting with the San Gabriel Valley District Dean. It is a zoom meeting on the Third Wednesday of each month at 7pm.

7. Subscribe to the GFWC and CFWC Clubwoman magazines and other publications.

8. Encourage your chairpersons to attend District meetings and get to know the District Team Leader in their program area.

9. Encourage your Chairpersons to research State of California boards, commissions, agencies and other organizations operating around your responsibility. Join mailing lists, subscribe to publications.

10. Encourage Chairpersons to keep alert of state and federal legislation that falls within your program areas and ask the Legislation Committee for support. Legislation that falls within GFWC or CFWC Resolutions should be supported and followed. Suggest a Resolution to the Club and submit it to the District for additional support!

11. Collect reports from your Chairpersons in AFTER THEIR EVENT.

12. Use the Reports you receive all year and write your reports for your programs/projects and submit them to the District at birthday Council in January.

13. REQUIRED AT DISTRICT BIRTHDAY COUNCIL :

A. STATISTICAL REPORT

B. AFFILLIATE REPORT

C. MEMBERSHIP REPORT

ENCOURAGE YOUR CHAIRPERSONS TO LOOK AT THE GFWC MEMBER BOOK!
Become a member on the GFWC Website portal and find amazing ideas!

Tools needed for every 1st Vice President!

"In Kind Donation Packet" – Found on SGVD Website

"Where to Report it" – Found on SGVD Website

Club Report Cover Sheet – CFWC Website

Statistical Report – CFWC Website

Affilliate Report – CFWC Website

Frequently Asked REPORT-WRITING Questions

1. **Do I need to send a copy of my club reports to CFWC or GFWC?**
   NO, the District Dean submits the reports electronically with the help of the CFWC Communication's Team.

2. **Is it mandatory that clubs write reports?**

   NO, report writing is not mandatory for clubs, but it is strongly encouraged as reports are used to get records of what clubs have accomplished. They also create a history for your club. Clubs must complete a CFWC Statistical Report. These do not require narratives. BUT only reports with narratives will be judged.

3. **Do I have to use a specific report form?**

   YES, you should use the form supplied by CFWC. You will find a copy of the report form on the CFWC web site, www.cfwc.org and you should also be provided with a report form by your District Dean. We will accept only the current reporting form.

4. **Do I use my club year to report activities?**

   NO, reports are based on the calendar year, January – December. It is okay to estimate what has been accomplished through the end of December.

5. **Can we count any hours volunteered by our members?**

   NO, clubs report only those hours spent by each member in projects approved by the club. Club approved projects should be in your minutes or are in your club yearbook, CFWC yearbook or GFWC yearbook.

6. **Does it matter where a club reports a project?**

   Yes, refer to the list of "Where to Report It" in the CFWC Yearbook (chairmen's procedure Manual section), when in doubt, call and ask the District Chairman or 1st Vice President. Ask yourself what is the intent of this project? That should help you find where it should be reported.

7. **Can a club count the hours and activities of members who run for political office or who support campaigns of those who run?**

   No, Clubs may support and encourage a member to run for political office. Because GFWC is a non-partisan organization, the work must be done as private citizens, not as a club project. GFWC clubs should not show favoritism toward one candidate. Clubs can count hours worked at polling locations and can hold candidate forums as long as all candidates are invited to attend and no favoritism is shown. Clubs can also work on projects with those in political office (seat belt safety, child safety, etc.) as long as the project is adopted by the club, the CFWC or GFWC.

8. **What does the term in-kind refer to?**

   In-kind is a donation of goods or services, not monetary or cash. The gift-in-kind can be new or used goods and/or services that have a value. If a club purchases materials and donates those materials (not the money), that donation is in-kind with an actual value of what was spent. Gift cards with actual money value are considered the same as cash.

9. **When a club reports what they raised in fundraising and where they donated it in a Community Service Project report is that cross-reporting?**

   No, clubs should report according to the following guidelines. A club raised $20,000 for several community service projects. The club gave the following amounts to various agencies: $2,000 to support a local arts project; $5,000 to March of Dimes; and $12,000 to a Domestic Violence Shelter. The club will report the $20,000 raised in the Fundraising Report. They also report the $2,000 in their Arts report as "donated", $5,000 in their Home Life Report and $12,000 in their Domestic Violence report. The money reported in Fundraising are actually dollars raised.

GFWC California Federation of Women's Clubs
Statistical Form

January 1st to December 31st, 2025

This report is required from **ALL** clubs and districts. Include total statistics from your Club or District for each Special Program, Community Service Program, Advancement Plan, and Epsilon Sigma Omicron (ESO).

Note: Report statistics of projects benefiting a GFWC Affiliate Organization (*Alzheimer's Association; Canine Companions; Heifer International; Hope for Justice; March of Dimes; Operation Smile; Saint Jude's Research Hospital; Shot@Life; UNICEF USA*) in the most appropriate Special Program or Community Service Program, according to intent of the project. Also report these statistics on the **Affiliate Data Form**.

Club_____ District_____ Area___

GFWC SPECIAL PROGRAMS *Report Statistics for All Projects*	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
GFWC SIGNATURE PROGRAM: DOMESTIC & SEXUAL VIOLENCE AWARENESS & PREVENTION				
GFWC JUNIORS SPECIAL PROGRAM: ADVOCATES FOR CHILDREN				
GFWC WOMEN'S HISTORY & RESOURCE CENTER				

GFWC COMMUNITY SERVICE PROGRAMS *Report Statistics for All CSP Projects*	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
ARTS AND CULTURE				
CIVIC ENGAGEMENT AND OUTREACH				
EDUCATION AND LIBRARIES				
ENVIRONMENT				
HEALTH AND WELLNESS				

GFWC ADVANCEMENT PLANS	Number of Projects	Volunteer Hours	Dollars Spent
COMMUNICATIONS AND PUBLIC RELATIONS			
LEADERSHIP			
LEGISLATION AND PUBLIC POLICY			
MEMBERSHIP			

FUNDRAISING AND DEVELOPMENT	Number of Projects	Volunteer Hours	Dollars Raised

EPSILON SIGMA OMICRON (ESO)	Hours of Reading	# Books Read

Instructions

- **CFWC Clubs:** Complete this form and submit it to your district pursuant to district instructions and district deadline. **DO NOT SUBMIT THIIS FORM DIRECTLY TO CFWC.**

- **CFWC Districts:** Complete this form by combining district statistic totals and the statistic totals received from all clubs for each category. Your district's final (compiled) statistical report is due to CFWC by **February 15, 2026** (submit via CFWC's Dropbox process).

Definitions

- **Community Service Programs** are the programs and projects members initiate and participate in to serve their communities, including projects benefiting GFWC Affiliate Organizations.
- **Number of Projects** is the numerical account of the programs/projects initiated and participated in by clubs and districts.
- **Volunteer Hours** is the amount of time that members worked on approved programs and projects.
- **Dollars Donated** is the monetary amount given to programs and projects. Note: These funds must have gone through the club/district treasury in order to be reported.
- **In-Kind Donations** reflect the monetary value for goods and items provided to programs and projects. Refer to the *GFWC In-Kind Donation Guide* for an estimated value of commonly donated items (available at cfwc.org and gfwc.org).
- **Dollars Spent** are costs incurred by members, clubs or districts to achieve Advancement Plan goals.
- **Dollars Raised** reflects the dollars earned from fundraising and development programs and/or projects.

This Statistical Form is REQUIRED from all clubs and districts.

SEE INSTRUCTIONS ABOVE

GFWC California Federation of Women's Clubs
Affiliate Data Form

January 1 to December 31, 2025

Complete this form to include Club or District **statistic totals** for projects benefitting the **GFWC Affiliate Organizations** listed below. Include details about these projects in the most appropriate Special Program/Community Service Program narrative report, according to the intent of the project.

Club:_____ District:_____ Area:___

GFWC AFFILIATE ORGANIZATIONS	Number of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
ALZHEIMER'S ASSOCIATION				
CANINE COMPANIONS				
HEIFER INTERNATIONAL				
HOPE FOR JUSTICE				
MARCH OF DIMES				
OPERATION SMILE				
SHOT @ LIFE				
ST. JUDE CHILDREN'S RESEARCH HOSPITAL				
UNICEF USA				

- **Number of Projects** reflects projects initiated or participated in during the reporting year.
- **Volunteer Hours** is the total amount of time members devoted to specific club/district projects.
- **Dollars Donated** is the amount allocated to projects by a club or district.
- **In-Kind Donations** reflects the monetary value of new or used items and/or monetary donations received from members. Please refer to the *GFWC In-Kind Donation Guide* to estimate the value of commonly donated items (www.cfwc.org, REPORTS tab).

SUBMIT THIS FORM TO YOUR DISTRICT PURSUANT TO DISTRICT INSTRUCTIONS

For questions concerning this form, contact CFWC 1st VP, Wendy Curran
wendycurran5@gmail.com / (909) 816-8607

CALIFORNIA FEDERATION OF WOMEN'S CLUBS
CLUB AWARD ENTRY COVER SHEET
Annual Reporting January 1- December 31, 2025

Chairman:	Club:	
# of Club Members (as recorded in 2025-26 CFWC Yearbook):	District:	Area:
Reporter's Club Position:		
Reporter's Email:	Reporter's Phone:	
_____ GFWC Special Program, Community Service Program, Advancement Plan, ESO		

Entries limited to **3 pages**, including this cover sheet. 11-pt font. Begin with brief paragraph describing your club, then describe club projects that made the most impact in your community or club, providing "who, what, when, where, how, and why" details.
Include this Statistic Header for each project described in the report:

Project Title: _____ Hours_____ Donated $_____ In Kind _____