

MAYFIELD WOMEN’S CLUB
REPORT FORM – January thru December 2023 for Program or Project

REVISED 2/18/2023 (by Marcia Pecjak)

Please complete the form below for every Project and Program for the Year – (January thru December 2023). Use additional pages if necessary. All activities of the Mayfield Women’s Club should be recorded on this form. Place your completed forms in the Yellow folder at each meeting for months January through December 2023. Blank forms will also be in the folder.

Person Completing Form: _____ Phone Number: _____

Definitions:

- **Program**—A presentation to the membership at a Club or Federation meeting. Programs must be a minimum of 30 minutes.
- **Project (Community Service)**—These are the projects or programs that members initiate and participate in to serve their communities.

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Program Name: _____
Date of Program _____ Chairperson(s) _____ Phone Number _____

◆
Project Name _____
Date of Project _____ Chairperson(s) _____ Phone Number _____

◆
MWC Committee Name _____
Cost from Club Treasury: \$ _____ Money earned (If fundraising): \$ _____
In-Kind Donations (Value of Items Donated to Program or Project): _____
Number of MWC Members Participating: _____ Number of Guests Participating: _____

Total Volunteer Hours: _____ (Include time for **all** volunteers for the Program or Project)

◆
Check One of the Five (5) Official GFWC Categories below that fits your Program or Project:
 Arts & Culture Civic Engagement Education & Libraries
 Environment Health & Wellness

Narrative for Annual Report: Give details of the program or project, its success level, if collections are involved, state what is being collected, where they are going, who uses them, how many people are involved in the collection and delivery—maybe a community involvement. Give details to enhance the program or project; Tell its story or the member’s stories and the involvement in the community with MWC. When describing a program be detailed about the topic and the speaker(s). Write about their background on the topic. Give details for a social outing—maybe there was an employee who gave information about the location or building or specific foods or culture.) For our projects, tell the story of our members involvement in the project.

_____(more space on back of page)

