



## **GFWC New Hampshire Online Reporting: Part 1**

# **Quick Start Guide How to “Submit a Project”**

Updated for Reporting 2024 Projects  
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## **GFWC-NH Online Reporting Quick Start Guide for all Club Reporters.**

*Thank you to all of you who offer your time, creativity, and technical skills to your club as reporters. The job you have graciously volunteered to do has enormous value to our entire GFWC organization from our local clubs to our GFWC-NH State Federation, and to our General Federation of Women's Clubs International. Documenting these wonderful projects is a gift that we can share with other GFWC members across the country to help other clubs and their members find inspiration and ideas to improve our communities by enhancing the lives of others through volunteer service.*

### **Let's get started:**

#### **Who is approved to be a Reporter?**

1. All GFWC-NH Board members, including Club Presidents and State Chairmen have access.
2. Club Presidents can request approval for additional reporters for their club by contacting Dolores VanBlarcom, GFWC-NH Corresponding Secretary and Communications and Public Relations State Chairman, at [davan1@aol.com](mailto:davan1@aol.com) Please copy Donna Maskwa, GFWC-NH Vice President at [donna.maskwa@gmail.com](mailto:donna.maskwa@gmail.com) Only Presidents can make this request.

#### **Getting into the GFWC-NH website and the member portal**

1. Go to our GFWC-NH web page at <https://gfwcnh.org> This opens up our **public website**. On the blue tool bar ribbon you will see 6 available dropdown options.
2. Log into the **members only** portal by clicking "Log In" in the upper left corner above the GFWC logo.
3. If you have never signed up previously you will need to create an account with a username and password of your choice.
4. Once you are logged in successfully you will see that the blue tool bar ribbon has expanded to include 2 additional drop downs for "Reporting" and "Members".

#### **Creating a Project**

1. Go to the "Reporting" tab and pull down the drop down options.
2. Go to and click "Submit a Project" (the first option on the drop downs)
3. Create a "Title" for your project. Best advice: Have fun with a little creativity here.
4. Note: If the project was for a GFWC Affiliate organization, please put the name of the Affiliate *at the start of the title* and then complete the title, ie UNICEF Children's Fund - Our Club's Donation to help Kids living in Crisis. This will help us sort these projects later for our statistics. **These are our 2023 Affiliate organizations: Hope for Justice, St Jude Children's Research Hospital, Shot@Life, Canine Companions, Heifer Intn'l, HOBY, March of Dimes, Operation Smile and UNICEF Children's Fund. These Affiliates change occasionally.**

5. Choose your club name. Club name should appear automatically in this field.
6. Choose the “Category”. Use the drop downs to choose the category that best reflects the project’s original purpose and intent. Categories include:
  - **Signature Program: Domestic and Sexual Violence Awareness and Prevention**
  - **Junior’s Special Program: Advocates for Children**
  - **Our 5 Community Service Programs (CSP’s): Arts and Culture, Civic Engagement, Education and Libraries, Environment, Health and Wellness**
  - **Our 5 Advancement Plan (AP) areas: Communications and Public Relations, Leadership, Legislation and Public Policy, and Membership**
  - **Women’s History and Resource Center.**
  - **Epsilon Sigma Omicron (ESO)**
7. Write your Narrative. Try to balance being concise and a little creative. If this is a CSP project for a specific organization, try to include their name and a brief description of what they do, i.e., “Stepping Stones provides supportive services to youth 25 and under facing homelessness.” An organization’s webpage often will provide the perfect brief description that you can cut and paste into the narrative easily. Try to include how the project impacted your club, community, individuals or the receiving partner organization. Our seasoned reporters suggest writing your narrative in a separate Word doc where it’s easier to cut, paste, backspace, correct spelling etc. Then just cut and paste your paragraph into the narrative box.
8. Begin adding in your data in the data fields shown. (You can add your data in small batches using the “+” button and the system will add it up, but most reporters just record the final number. You don’t have to use this calculator feature but it’s there to use if helpful.
9. GFWC requests specific data for different categories. Once you’ve selected your category, the system self-selects the data fields applicable to that category. IE:
  - a) Every category asks for # volunteer hours and # members.
  - b) The Special Programs, all CSPs and Women’s History ask for Dollars Donated and In Kind Donations. Nothing else.
  - c) Advancement Plan categories ask for Dollars spent. Nothing else.
  - d) Fundraising only asks for Dollars Raised. Report the net dollars.
  - e) ESO asks for # books read.
10. “Reporting year” is the project year when project was done. Type in 2023.
11. **Hit the “SAVE” button!!**. Voila, your project is successfully entered.

## **Helpful Visual Aids and Cheat Sheets to keep by your side while reporting**

1. **State Statistical Form** - The 2022-2024 State Statistical Form is available in the GFWC Club Manual on pages 8-9. We will also send it to all Club Presidents. This 2-page form is NOT USED BY CLUB REPORTERS and is only completed by State Presidents. It is, however, a really helpful resource for any club reporter to print out and keep on hand as they work on reporting. It's the perfect visual aid to remind you of all the categories and the data that is requested in each category – and what is not reported. This form starts with an excellent set of definitions to review. We will also send it via email with other resources to all club Presidents to share with reporters.
2. **GFWC 2022 Program Stats** – This is fun inspiration as you report your data. Know that every data point you report for your club is reflected in these Program Stats. WOW. This form is available in the GFWC-NH website under the Members tab in the “Library”. We will also send it via email to Club Presidents to share with reporters.
3. Don't forget the **GFWC 2022 Top Ten** and the **GFWC-NH Top Ten** booklets, available on the GFWC-NH website available under the Members tab in the Library section. Both booklets give great examples of award winning project reports. If you have writer's block when writing narratives, take a look at either of these booklets.
4. Presidents will also receive a document highlighting the GFWC Signature, Jr Special and Community Service Programs and another showing our Affiliate Organizations. Both are just one page each and can be helpful visual aids.