**GFWC VIRGINIA REPORTS DISTRIBUTION MATRIX**

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| **WHO?** | **WHAT?** | **WHERE?** | **WHEN?** | **CHECK LIST** |
| **CLUB PRESIDENTS****(GENERAL)** | * GFWC Virginia Statistical Form – Annual Club Record
* GFWC Virginia Narrative

Report Form and GFWC Virginia Affiliate Narrative Form* Dues and Contributions Form (State and District)
 | **District President:** Mail 3 paper copies of GFWC Virginia Statistical Form – Annual Club Record and 1copy of ALL GFWC Virginia Narrative and Affiliate Narrative Report Forms.**District Chairmen:** Electronically transmit GFWC Virginia Narrative Form to the appropriate District Chairman. If submitting paper reports mail 2 copies of GFWC Virginia Narrative and Affiliate Narrative Report Forms to the appropriate District Chairman.**GFWC Virginia Headquarters:** 1 copy of completed GFWC Virginia Dues and Contributions Form and check. **District Treasurer:** 1 copy of completed District Dues Form and check.**Club Records:** 1 copy of all documentation. | **January 25** |  |
| **CLUB PRESIDENTS****(JUNIOR)****(JUNIORETTE)**  | * GFWC Virginia Statistical Form – Annual Club Record
* GFWC Virginia Narrative

Report Forms* Dues and Contributions Form (State and District)
* GFWC Virginia Junior Honor Society Form
* GFWC Virginia Junior Special Awards Entries
* GFWC Virginia Junior

 Contributions Form  | **District Director of Junior Clubs \*:** Mail 3 paper copies of GFWC Virginia Statistical Form – Annual Club Record and 3 copies of ALL GFWC Virginia Narrative Report Forms**District Chairman (could be Junior or General):** Electronically transmit GFWC Virginia Narrative Form to the appropriate District Chairman. If submitting paper reports mail 2 copies of GFWC Virginia Narrative Report Form to the appropriate District Chairman.**GFWC Virginia Headquarters:** 1 copy of completed GFWC Virginia Dues and Contributions Form with check and 1 copy of completed GFWC Virginia Junior Contributions Form with check. **District Junior Treasurer:** Completed District Junior Dues Form and check. **GFWC Virginia Assistant Director of Junior Clubs:**1 copy of GFWC Virginia Junior Honor Society Form postmarked by **March 1**. **Clubs Sponsoring GFWC Virginia Junior Special Awards:** 1 copy of GFWC Virginia Junior Special Awards Form and 2 copies of narrative to addresses shown for the Special Awards for which your club wishes to be considered, postmarked by **March 1**.*Follow entry guidelines on form.***Club Records:** 1 copy of all documentation. \* If there is no District Director of Junior Clubs, mail these forms to the District President. | **January 25****March****1****March** |  |