**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** |  |