

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026
GFVC VIRGINIA REPORTS DISTRIBUTION MATRIX

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
DISTRICT CHAIRMEN	<ul style="list-style-type: none"> • GFVC Virginia Statistical Spreadsheet • District Narrative Report • GFVC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting • District Junior Chairman's Report (compilation, narrative) 	<p><u>GFVC Virginia State Chairman:</u> 1 copy of district compilation for your reporting area on GFVC Virginia Statistical Spreadsheet. 1 copy of district narrative report (general/junior/juniorette combined) on GFVC Virginia Narrative Report Form, and 1 copy of ALL GFVC Virginia Narrative Report Forms from each general, junior and juniorette club reporting. You may submit these forms electronically.</p> <p><u>District President:</u> 1 copy of district compilation for your reporting area on GFVC Virginia Statistical Spreadsheet, 1 copy of district narrative report (general/junior/juniorette combined) on GFVC Virginia Narrative Report Form You may submit these forms electronically.</p> <p><u>District Chairman Records:</u> 1 copy of district Statistical Spreadsheet, 1 copy of district narrative report, 1 copy of ALL GFVC Virginia Narrative Report Forms from each district general, junior, and juniorette club reporting</p>	February 20	
DISTRICT JUNIOR CHAIRMEN	<ul style="list-style-type: none"> • GFVC Virginia Statistical Spreadsheet • District Narrative Report • GFVC Virginia Narrative Report Forms from each junior and juniorette club reporting 	<p><u>District Chairman:</u> 1 copy of district junior compilation for your reporting area on GFVC Virginia Statistical Spreadsheet, 1 copy of district narrative report (junior and juniorette combined) on GFVC Virginia Narrative Report Form, 2 copies of ALL GFVC Virginia Narrative Report Forms from each junior and juniorette club reporting. You may submit these forms electronically.</p> <p><u>District Director of Junior Clubs:</u> 1 copy of district junior compilation for your reporting area on GFVC Virginia Statistical Spreadsheet, 1 copy of district narrative report (junior and juniorette combined) on GFVC Virginia Narrative Report Form. You may submit these forms electronically.</p> <p><u>GFVC Virginia Junior State Chairman:</u> If there is a Junior counterpart, send 1 copy of district junior compilation for your reporting area on GFVC Virginia Statistical Form, 1 copy of district narrative report (junior and juniorette combined) on GFVC Virginia Narrative Report Form, 1 copy of page 1 & 2 of each GFVC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFVC Virginia Narrative Report Forms from each junior and juniorette club reporting. You may submit these forms electronically.</p> <p><u>District Junior Chairman Records:</u> 1 copy of district report (district junior compilation, district junior narrative report), 1 copy of ALL GFVC Virginia Narrative Report Forms from each junior and juniorette club reporting.</p>	February 10	

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WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
DISTRICT PRESIDENTS	<ul style="list-style-type: none"> • District Report Cover Sheet • GFWC Virginia Statistical Form – Annual Club Record • District Narrative Report • GFWC Virginia Statistical Form – Annual Club Record and GFWC Virginia Narrative Report Forms from each general, junior and juniorette club reporting • District Chairman’s Report (compilation, narrative report) for each reporting area • District Director of Junior Clubs’ Report (compilation, narrative report) 	<p><u>GFWC Virginia President:</u> Mail to her home address, 1 copy of district report cover sheet, 1 copy of district compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, and 2 copies of GFWC Virginia Statistical Form – Annual Club Record from each general, junior and juniorette club reporting</p> <p><u>District Presidents Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of district director of junior clubs’ report (cover sheet, district compilation, district narrative report), 1 copy of each district chairman’s report (compilation, narrative report) for each reporting area, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting</p>	February 28	
DISTRICT DIRECTORS OF JUNIOR CLUBS	<ul style="list-style-type: none"> • District Report Cover Sheet • GFWC Virginia Statistical Form – Annual Club Record • District Narrative Report • GFWC Virginia Statistical Form – Annual Club Records and GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting • District Junior Chairman’s Report (compilation, narrative) for each reporting area 	<p><u>District President:</u> 1 copy of district report cover sheet, 1 copy of district junior compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p> <p><u>GFWC Virginia Director of Junior Clubs:</u> 1 copy of district report cover sheet, 1 copy of district junior compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, 2 copies of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p> <p><u>District Director of Junior Clubs Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of each district junior chairman’s report (compilation, narrative report) for each reporting area, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior, and juniorette club reporting</p>	February 20	