GFWC VIRGINIA REPORTS DISTRIBUTION MATRIX

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
CLUB PRESIDENTS (GENERAL)	• GFWC Virginia Statistical Form – Annual Club Record • GFWC Virginia Narrative Report Form • Dues and Contributions Form (State and District) • GFWC Virginia Club Presidents Affiliate Organizations Data Form	**District President:** Mail 3 paper copies of GFWC Virginia Statistical Form – Annual Club Record and 1copy of ALL GFWC Virginia Narrative Report Forms. If your District President accepts electronic submissions, you may electronically transmit these 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 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. **GFWC Virginia President:** Mail or Electronically transmit 1 copy of GFWC Virginia Club Presidents Affiliate Organizations Data Form **Club Records:** 1 copy of all documentation.	**January 25** **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 Club Presidents Affiliate Organizations Data Form • 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. If your District Director of Junior Clubs* accepts electronic submissions, you may electronically transmit these 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 President:** Mail or Electronically transmit 1 copy of GFWC Virginia Club Presidents Affiliate Organizations Data Form **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, submit these forms to the District President.	**January 25** **January 25** **March 1** **March 1**	