

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2026-2028

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
STATE CHAIRMEN	• GFWC Virginia Statistical Spreadsheet • State Award Entry with Cover Sheet • Club Creativity Award Entry with Cover Sheet • GFWC Virginia Statistical Form – Annual Club Record (pages 1 & 2) and GFWC Virginia Narrative Report Forms from each Woman's Club, Junior and Juniette club reporting • State Junior Chairman's Report (cover sheet, compilation, award entries with cover sheets), if applicable	<u>GFWC Chairman:</u> 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas <u>GFWC Virginia President:</u> 1 copy of the GFWC Virginia Statistical Spreadsheet, 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas <u>State Chairman Records:</u> GFWC Virginia Statistical Spreadsheet, 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas, 1 copy of each club's page 1 & 2 of the GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each Woman's Club, Junior and Juniette club reporting	March 15	
STATE JUNIOR CHAIRMEN: Leadership Membership	• Junior Report Cover Sheet • GFWC Virginia Statistical Spreadsheet • GFWC Virginia Statistical Form – Annual Club Record (pages 1 & 2) and GFWC Virginia Narrative Report Forms from each Junior, and Juniette club reporting	<u>State Chairman:</u> GFWC Virginia Statistical Spreadsheet <u>GFWC Virginia Director of Junior Clubs:</u> GFWC Virginia Statistical Spreadsheet <u>State Junior Chairman Records:</u> GFWC Virginia Statistical Spreadsheet, and 1 copy of each club's page 1 & 2 of the GFWC Virginia Statistical Form and 1 copy of ALL GFWC Virginia Narrative Report Forms from each Junior and Juniette club reporting	February 25	

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WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
STATE JUNIOR CHAIRMAN: GFWC Junior Special Project: Advocates for Children	• State Report Cover Sheet • GFWC Virginia Statistical Form • State Award Entry with Cover Sheet • Club Creativity Award Entry with Cover Sheet • GFWC Virginia Statistical Form – Annual Club Record and GFWC Virginia Narrative Report Form from each Woman's Club, Junior and Juniorette club reporting	<u>GFWC Chairman:</u> 1 copy of State award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area <u>GFWC Virginia Director of Junior Clubs:</u> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form, 1 copy of State Award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area <u>State Junior Chairman Records:</u> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form, 1 copy of State Award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area, and 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each Woman's Club, Junior and Juniorette club reporting	March 15	