

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2026-2028
GFVC VIRGINIA REPORTS DISTRIBUTION MATRIX

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
CLUB PRESIDENTS or REPORTING CHAIRMAN (WOMAN'S CLUB)	• GFVC Virginia Statistical Form – Annual Club Record • GFVC Virginia Narrative Report Form • GFVC Virginia Dues and Contributions Form • GFVC Virginia Club Presidents Affiliate Organizations Data Form • GFVC Virginia State Project Narrative • GFVC Unity Project Forms • District Dues and Contributions Form	<u>District President:</u> Mail 3 paper copies of GFVC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFVC Virginia Narrative Report Forms. If your District President accepts electronic submissions, you may electronically transmit these forms. <u>District Chairmen:</u> Electronically transmit GFVC Virginia Narrative Form to the appropriate District Chairman. If submitting paper reports, mail 2 copies of GFVC Virginia Narrative Report Forms to the appropriate District Chairman. <u>GFVC Virginia Headquarters:</u> 1 copy of completed GFVC Virginia Dues and Contributions Form and check. <u>GFVC Virginia President:</u> Mail or Electronically transmit 1 copy of GFVC Virginia Club Presidents Affiliate Organizations Data Form <u>GFVC Virginia State Project Chairman:</u> Mail or Electronically Transmit 1 copy of the State Project Narrative Form <u>GFVC Chairman:</u> Unity Project Form according to instructions in GFVC Manual for each Unity Project area. <u>District Treasurer:</u> 1 copy of completed District Dues Form and check. <u>Club Records:</u> 1 copy of all documentation.	January 25	
CLUB PRESIDENTS (JUNIOR) (JUNIORETTE)	• GFVC Virginia Statistical Form – Annual Club Record • GFVC Virginia Narrative Report Forms • GFVC Virginia Club Presidents Affiliate Organizations Data Form • GFVC Virginia Junior Contributions Form • GFVC Virginia Dues and Contributions Form • Junior Dues and Contributions Form • District Dues and Contribution Forms • District Junior Dues and Contribution Forms (if applicable)	<u>District Director of Junior Clubs *:</u> Mail 3 paper copies of GFVC Virginia Statistical Form – Annual Club Record and 3 copies of ALL GFVC Virginia Narrative Report Forms. If your District Director of Junior Clubs* accepts electronic submissions, you may electronically transmit these forms. <u>District Chairman (could be Junior or Woman's Club):</u> Electronically transmit GFVC Virginia Narrative Form to the appropriate District Chairman. If submitting paper reports mail 2 copies of GFVC Virginia Narrative Report Form to the appropriate District Chairman. <u>GFVC Virginia Headquarters:</u> 1 copy of completed GFVC Virginia Dues and Contributions Form with check and 1 copy of completed GFVC Virginia Junior Contributions Form with check. <u>GFVC Virginia President:</u> Mail or Electronically transmit 1 copy of GFVC Virginia Club Presidents Affiliate Organizations Data Form <u>District Treasurer and/or Junior Treasurer:</u> Completed District Dues Form and/or Junior Dues Form and check. <u>Club Records:</u> 1 copy of all documentation. * If there is no District Director of Junior Clubs, submit these forms to the District President.	January 25	
CLUB PRESIDENTS (JUNIOR) (JUNIORETTE)	• GFVC Virginia Junior Honor Society Form • GFVC Virginia Junior Special Awards Entries	<u>GFVC Virginia Assistant Director of Junior Clubs:</u> 1 copy of GFVC Virginia Junior Honor Society Form postmarked by March 1. <u>Clubs Sponsoring GFVC Virginia Junior Special Awards:</u> 1 copy of GFVC 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. <i>Follow entry guidelines on form.</i>	March 1	