

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

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
STATE CHAIRMEN	<ul style="list-style-type: none"> • GFWC Virginia Statistical Spreadsheet • State Award Entries with Cover Sheets • 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 general, junior, and juniorette club reporting • State Junior Chairman's Report (cover sheet, compilation, award entries with cover sheets), if applicable 	<p><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</p> <p><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</p> <p><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 general, junior and juniorette club reporting</p>	March 15	
STATE JUNIOR CHAIRMEN: Leadership Membership	<ul style="list-style-type: none"> • GFWC Virginia Statistical Spreadsheet • GFWC Virginia Statistical Form – Annual Club Record (pages 1 & 2) and GFWC Virginia Narrative Report Forms from each junior, and juniorette club reporting 	<p><u>State Chairman:</u> GFWC Virginia Statistical Spreadsheet</p> <p><u>GFWC Virginia Director of Junior Clubs:</u> GFWC Virginia Statistical Spreadsheet</p> <p><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 juniorette club reporting</p>	February 25	
STATE JUNIOR CHAIRMAN: GFWC Junior Special Project: Advocates for Children	<ul style="list-style-type: none"> • 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 general, junior, and juniorette club reporting 	<p><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</p> <p><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</p> <p><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 general, junior and juniorette club reporting</p>	March 15	