

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

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
DISTRICT CHAIRMEN	- District Chairman Cover Sheet - District Chairman Statistical Spreadsheet - GFWC Virginia Statistical Form - District Narrative Report - GFWC Virginia Narrative Report Forms from each Woman's Club, Junior Club, and Juniorette Club reporting - District Junior Chairman's Report (compilation, narrative) (if applicable)	<u>GFWC Virginia State Chairman:</u> 1 copy of District Chairman Cover Sheet, 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Spreadsheet. 1 copy of district narrative report (Woman's Club/Junior/Juniorette combined) on GFWC Virginia Narrative Report Form, and 1 copy of ALL GFWC Virginia Narrative Report Forms from each Woman's Club, Junior and Juniorette club reporting. You may submit these forms electronically. <u>District President:</u> 1 copy of District Chairman Cover Sheet, 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Spreadsheet, 1 copy of district narrative report (Woman's Club/Junior/Juniorette combined) on GFWC Virginia Narrative Report Form You may submit these forms electronically. <u>District Chairman Records:</u> 1 copy of District Statistical Spreadsheet, 1 Copy of District Chairman Cover Sheet, 1 copy of district narrative report, 1 copy of ALL GFWC Virginia Narrative Report Forms from each district Woman's Club/Junior/Juniorette club reporting	February 20	
DISTRICT JUNIOR CHAIRMEN <i>(Only If there are two chairmen for a Community Service Program, Advancement Area)</i>	- District Chairman Cover Sheet - GFWC Virginia Statistical Spreadsheet - District Narrative Report - GFWC Virginia Narrative Report Forms from each Junior and Juniorette club reporting	<u>District Chairman:</u> 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Spreadsheet, 1 copy of district narrative report (Junior and Juniorette combined) on GFWC Virginia Narrative Report Form, 2 copies of ALL GFWC Virginia Narrative Report Forms from each Junior and Juniorette club reporting. You may submit these forms electronically. <u>District Director of Junior Clubs:</u> 1 copy of District Junior compilation for your reporting area on GFWC Virginia Statistical Spreadsheet, 1 copy of district narrative report (Junior and Juniorette combined) on GFWC Virginia Narrative Report Form. You may submit these forms electronically. <u>GFWC Virginia Junior State Chairman:</u> If there is a Junior counterpart, send 1 copy of District Chairman Cover Sheet, 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form, 1 copy of district narrative report (Junior and Juniorette combined) on GFWC Virginia Narrative Report Form, 1 copy of page 1 & 2 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. You may submit these forms electronically. <u>District Junior Chairman Records:</u> 1 copy of district report (Cover Sheet, district junior compilation, district junior narrative report), 1 copy of ALL GFWC Virginia Narrative Report Forms from each Junior and Juniorette club reporting.	February 10	