

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

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
DISTRICT PRESIDENTS	• District Report Cover Sheet • GFWC Virginia Statistical Form – Annual Club Record • District Narrative Report • GFWC Virginia Statistical Form – Annual Club Record and GFWC Virginia Narrative Report Forms from each Woman's Club, Junior and Juniorette club reporting • District Chairman's Report (compilation, narrative report) for each reporting area • District Director of Junior Clubs' Report (compilation, narrative report)	<u>GFWC Virginia President:</u> Mail to her home address, 1 copy of district report cover sheet, 1 copy of district compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, and 2 copies of GFWC Virginia Statistical Form – Annual Club Record from each Woman's Club, Junior and Juniorette club reporting <u>District Presidents Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of district director of junior clubs' report (cover sheet, district compilation, district narrative report), 1 copy of each district chairman's report (compilation, narrative report) for each reporting area, 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	February 28	
DISTRICT DIRECTORS OF JUNIOR CLUBS	• District Report Cover Sheet • GFWC Virginia Statistical Form – Annual Club Record • District Narrative Report • GFWC Virginia Statistical Form – Annual Club Records and GFWC Virginia Narrative Report Forms from each junior and Juniorette club reporting • District Junior Chairman's Report (compilation, narrative) for each reporting area	<u>District President:</u> 1 copy of district report cover sheet, 1 copy of district junior compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, 1 copy 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 <u>GFWC Virginia Director of Junior Clubs:</u> 1 copy of district report cover sheet, 1 copy of district junior compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, 2 copies 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 <u>District Director of Junior Clubs Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of each district junior chairman's report (compilation, narrative report) for each reporting area, 1 copy 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	February 20	