



GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2018-2020

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p><b>DISTRICT CHAIRMEN</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>)</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Record (page 1 &amp; 2) and GFWC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting</li> <li>• District Junior Chairman's Report (cover sheet, compilation, narrative)</li> </ul>	<p><b><u>GFWC Virginia State Chairman:</u></b> 1 copy of district report cover sheet, 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), 1 copy of district narrative report (general/junior/juniorette combined) on GFWC Virginia Narrative Report Form, 1 copy of each club's page 1 &amp; 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> <p><b><u>District President:</u></b> 1 copy of district report cover sheet, 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), 1 copy of district narrative report (general/junior/juniorette combined) on GFWC Virginia Narrative Report Form</p> <p><b><u>District Chairman Records:</u></b> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of page 1 &amp; 2 of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each district general, junior, and juniorette club reporting</p>	<p><b>February 20</b></p>	
<p><b>DISTRICT JUNIOR CHAIRMEN</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>)</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Record (page 1 &amp; 2) and GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</li> </ul>	<p><b><u>District Chairman:</u></b> 1 copy of district report cover sheet, 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form, 2 copies of each of page 1 &amp; 2 of the GFWC Virginia Statistical Form – Annual Club Record and 2 copies of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p> <p><b><u>District Director of Junior Clubs:</u></b> 1 copy of district report cover sheet, 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form</p> <p><b><u>GFWC Virginia Junior State Chairman:</u></b> If there is a Junior counterpart, send 1 copy of district report cover sheet, 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form, 1 copy of page 1 &amp; 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</p> <p><b><u>District Junior Chairman Records:</u></b> 1 copy of district report (cover sheet, district junior compilation, district junior narrative report), 1 copy of page 1 &amp; 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.</p>	<p><b>February 10</b></p>	

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WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p><b>DISTRICT PRESIDENTS</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Record and GFWC Virginia Narrative Report Forms from each general, junior and juniorette club reporting</li> <li>• District Chairman’s Report (cover sheet, compilation, narrative report) for each reporting area</li> <li>• District Director of Junior Clubs’ Report (cover sheet, compilation, narrative report)</li> </ul>	<p><b><u>GFWC Virginia President:</u></b> 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 general, junior and juniorette club reporting</p> <p><b><u>District Presidents Records:</u></b> 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 (cover sheet, 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 general, junior, and juniorette club reporting</p>	<p><b>February 28</b></p>	
<p><b>DISTRICT DIRECTORS OF JUNIOR CLUBS</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Records and GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</li> <li>• District Junior Chairman’s Report (cover sheet, compilation, narrative) for each reporting area</li> </ul>	<p><b><u>District President:</u></b> 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</p> <p><b><u>GFWC Virginia Director of Junior Clubs:</u></b> 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</p> <p><b><u>District Director of Junior Clubs Records:</u></b> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of each district junior chairman’s report (cover sheet, 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</p>	<p><b>February 20</b></p>	

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WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p><b>STATE CHAIRMEN</b></p>	<ul style="list-style-type: none"> <li>• State Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>)</li> <li>• State Award Entries with Cover Sheets</li> <li>• Club Creativity Award Entry with Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record (pages 1 &amp; 2) and GFWC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting</li> <li>• State Junior Chairman’s Report (cover sheet, compilation, award entries with cover sheets), if applicable</li> </ul>	<p><b><u>GFWC Chairman:</u></b> 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas  <b><u>GFWC Virginia President:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting areas on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas  <b><u>State Chairman Records:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting areas on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), 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 &amp; 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>	<p><b>March 15</b></p>	
<p><b>STATE JUNIOR CHAIRMEN: Leadership Membership</b></p>	<ul style="list-style-type: none"> <li>• State Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>)</li> <li>• GFWC Virginia Statistical Form – Annual Club Record (pages 1 &amp; 2) and GFWC Virginia Narrative Report Forms from each junior, and juniorette club reporting</li> </ul>	<p><b><u>State Chairman:</u></b> 1 copy of State Report cover sheet, 1 copy of state junior compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>)  <b><u>GFWC Virginia Director of Junior Clubs:</u></b> 1 copy of State Report cover sheet, 1 copy of state junior compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>)  <b><u>State Junior Chairman Records:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form (<i>For State and District Chairmen</i>), and 1 copy of each club’s page 1 &amp; 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>	<p><b>February 25</b></p>	

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WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p><b>STATE JUNIOR CHAIRMAN: GFWC Virginia Junior State Project: Camp Easter Seals Virginia UCP</b></p>	<ul style="list-style-type: none"> <li>• State Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form <i>(For State and District Chairmen)</i></li> <li>• GFWC Virginia Junior Project – Camp Easter Seals Virginia UCP Report Forms with narrative from each junior and juniorette club reporting</li> </ul>	<p><b><u>GFWC Virginia Home Life Chairman:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form <i>(For State and District Chairmen)</i>,  <b><u>State Junior Chairman Records:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form <i>(For State and District Chairmen)</i>, 1 copy of GFWC Virginia Junior Project - Camp Easter Seals Virginia UCP Report Forms with narrative from each junior and juniorette club reporting</p>	<p><b>February 25</b></p>	
<p><b>STATE JUNIOR CHAIRMAN: GFWC Junior Special Project: Advocates for Children</b></p>	<ul style="list-style-type: none"> <li>• State Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form <i>(For State and District Chairmen)</i></li> <li>• State Award Entry with Cover Sheet</li> <li>• Club Creativity Award Entry with Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record and GFWC Virginia Narrative Report Form from each general, junior, and juniorette club reporting</li> </ul>	<p><b><u>GFWC Chairman:</u></b> 1 copy of State award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area  <b><u>GFWC Virginia Director of Junior Clubs:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form <i>(For State and District Chairmen)</i>, 1 copy of State Award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area  <b><u>State Junior Chairman Records:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form <i>(For State and District Chairmen)</i>, 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>	<p><b>March 15</b></p>	