

2010

GFWC VIRGINIA REPORTS DISTRIBUTION MATRIX

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p>CLUB PRESIDENTS (GENERAL)</p>	<p>1. GFWC Report Form 2. GFWC Virginia Narrative Report Forms 3. GFWC Virginia Annual Club Record 4. Dues & Contributions Form (State and District)</p>	<p><u>GFWC Headquarters:</u> 1 copy of GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms. <u>District President:</u> 1 copy of GFWC Report Form, 1 copy of ALL GFWC Virginia Narrative Report Forms, and 3 copies of GFWC Virginia Annual Club Record. <u>District Chairmen:</u> 2 copies of GFWC Report Form and 2 copies of ALL GFWC Virginia Narrative Report Forms to the appropriate District Chairman. <u>GFWC Virginia Headquarters:</u> 1 copy of completed GFWC Virginia Dues and Contributions Form and check. <u>District Treasurer:</u> 1 copy of completed District Dues Form and check. <u>Club Records:</u> 1 copy of all documentation.</p>	<p>January 25, 2011</p>	
<p>CLUB PRESIDENTS (JUNIOR) & (JUNIORETTE)</p>	<p>1. GFWC Report Form 2. GFWC Virginia Narrative Report Forms 3. GFWC Virginia Annual Club Record 4. Dues & Contributions Form (State and District) 5. GFWC Virginia Junior Honor Society Form 6. GFWC Virginia Junior Special Awards Entries 7. GFWC Virginia Junior Contributions Form</p>	<p><u>GFWC Headquarters:</u> 1 copy of GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms. <u>District Director of Junior Clubs:</u> 3 copies of GFWC Report Form, 3 copies of ALL GFWC Virginia Narrative Report Forms, and 4 copies of GFWC Virginia Annual Club Record. <u>District Chairman (could be Junior or General):</u> 3 copies of GFWC Report Form and 3 copies of ALL GFWC Virginia Narrative Report Forms to the appropriate District Chairman. <u>GFWC Virginia Headquarters:</u> 1 copy of completed GFWC Virginia Dues and Contributions Form with check and 1 copy of completed GFWC Virginia Junior Contributions Form with check. <u>District Junior Treasurer:</u> Completed District Junior Dues Form and check. <u>GFWC Virginia Assistant Director of Junior Clubs:</u> 1 copy of GFWC Virginia Junior Honor Society Form postmarked by March 1st. <u>Clubs Sponsoring GFWC Virginia Junior Special Awards:</u> 1 copy of GFWC 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 1st. <u>Club Records:</u> 1 copy of all documentation.</p>	<p>January 25, 2011</p> <p>March 1, 2011</p> <p>March 1, 2011</p>	

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
DISTRICT CHAIRMEN	<ol style="list-style-type: none"> 1. Cover Sheet 2. GFWC Report Form (compilation) 3. Narrative Report 4. GFWC Report Form and GFWC Virginia Narrative Report Forms (General and Junior) from each district club reporting 5. District Junior Chairman's Report (cover sheet, compilation, narrative) 	<p><u>GFWC Virginia State Chairman:</u> 1 copy of district cover sheet, 1 copy of district compilation on GFWC Report Form, 1 copy of district narrative (General/Junior combined) on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (General and Junior) from each district club reporting</p> <p><u>District President:</u> 1 copy of district cover sheet, 1 copy of district compilation on GFWC Report Form, 1 copy of district narrative (General/Junior combined) on GFWC Virginia Narrative Report Form</p> <p><u>District Chairman Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative), 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (General and Junior) from each district club reporting</p>	February 20, 2011	
DISTRICT JUNIOR CHAIRMEN	<ol style="list-style-type: none"> 1. Cover Sheet 2. GFWC Report Form (compilation) 3. Narrative Report 4. GFWC Report Form and GFWC Virginia Narrative Report Forms (Junior only) from each district club reporting 	<p><u>District Chairman:</u> 1 copy of district cover sheet, 1 copy of district Junior compilation on GFWC Report Form, 1 copy of district Junior narrative on GFWC Virginia Narrative Report Form, 2 copies of each GFWC Report Form and 2 copies of ALL GFWC Virginia Narrative Report Forms from each district Junior club reporting</p> <p><u>District Director of Junior Clubs:</u> 1 copy of district cover sheet, 1 copy of district Junior compilation on GFWC Report Form, 1 copy of district Junior narrative on GFWC Virginia Narrative Report Form</p> <p><u>GFWC Virginia Junior State Chairman:</u> If there is a Junior counterpart, send 1 copy of district cover sheet, 1 copy of district Junior compilation on GFWC Report Form, 1 copy of district Junior narrative on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms from each district Junior club reporting</p> <p><u>District Junior Chairman Records:</u> 1 copy of district report (cover sheet, district Junior compilation, district Junior narrative), 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms from each district Junior club reporting</p>	February 10, 2011	

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
DISTRICT PRESIDENTS	<ol style="list-style-type: none"> 1. Cover Sheet 2. GFWC Virginia Annual Club Record (Compilation) 3. Narrative Report 4. GFWC Virginia Annual Club Record (General and Junior) from each district club 5. GFWC Report Form and GFWC Virginia Narrative Report Forms (General and Junior) from each district club reporting 6. District Chairman's Report (cover sheet, compilation, narrative) for each reporting area 7. District Director of Junior Clubs' Report (cover sheet, compilation, narrative) 	<p><u>GFWC Virginia President:</u> Mail to her home address, 1 copy of cover sheet, 1 copy of district compilation on GFWC Virginia Annual Club Record, 1 copy of district narrative on GFWC Virginia Narrative Report Form, and 2 copies of GFWC Virginia Annual Club Record from each club (General and Junior) in the district</p> <p><u>District Presidents Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative), 1 copy of district director of junior clubs' report (cover sheet, district compilation, district narrative), 1 copy of each district chairman's report (cover sheet, compilation, narrative) for each reporting area, 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (General and Junior) from each district club reporting, 1 copy of GFWC Virginia Annual Club Record from each district club (General and Junior)</p>	February 28, 2011	
DISTRICT DIRECTORS OF JUNIOR CLUBS	<ol style="list-style-type: none"> 1. Cover Sheet 2. GFWC Virginia Annual Club Record (Compilation) 3. Narrative Report 4. GFWC Virginia Annual Club Record (Junior) from each district club 5. GFWC Report Form and GFWC Virginia Narrative Report Forms (Junior) from each district club reporting 6. District Junior Chairman's Report (cover sheet, compilation, narrative) for each reporting area 	<p><u>District President:</u> 1 copy of cover sheet, 1 copy of district compilation on GFWC Virginia Annual Club Record, 1 copy of district narrative on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (Junior) from each district club reporting, 1 copy of GFWC Virginia Annual Club Record from each district club (Junior)</p> <p><u>GFWC Virginia Director of Junior Clubs:</u> 1 copy of cover sheet, 1 copy of district compilation on GFWC Virginia Annual Club Record, 1 copy of district narrative on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (Junior) from each district club reporting, 2 copies of GFWC Virginia Annual Club Record from each district club (Junior)</p> <p><u>District Director of Junior Clubs Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative), 1 copy of each district junior chairman's report (cover sheet, compilation, narrative) for each reporting area, 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (Junior) from each district club reporting, 1 copy of GFWC Virginia Annual Club Record from each district club (Junior)</p>	February 20, 2011	

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STATE CHAIRMEN	1. GFWC Report Form (Compilation) 2. Narrative Report 3. GFWC Report Form and GFWC Virginia Narrative Report Forms (General and Junior) from each state club reporting 4. State Junior Chairman's Report (cover sheet, compilation, narrative), if applicable	<p><u>GFWC Chairman:</u> 1 copy of cover sheet, 1 copy of state compilation on GFWC Report Form, 1 copy of state narrative on GFWC Virginia Narrative Report Form</p> <p><u>GFWC Virginia President:</u> 1 copy of cover sheet, 1 copy of state compilation on GFWC Report Form, 1 copy of state narrative on GFWC Virginia Narrative Report Form</p> <p><u>State Chairman Records:</u> 1 copy of state report (cover sheet, compilation, narrative), 1 copy of state junior chairman's report (cover sheet, compilation, narrative) if applicable, 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (General and Junior) from each state club reporting</p>	March 15, 2011	
STATE JUNIOR CHAIRMEN: Leadership Membership	1. GFWC Report Form (Compilation) 2. Narrative Report 3. GFWC Report Form and GFWC Virginia Narrative Report Forms (Junior) from each state club reporting	<p><u>State Chairman:</u> 1 copy of cover sheet, 1 copy of state compilation on GFWC Report Form, 1 copy of state narrative report on GFWC Virginia Narrative Report Form</p> <p><u>GFWC Virginia Director of Junior Clubs:</u> 1 copy of cover sheet, 1 copy of state compilation on GFWC Report Form, 1 copy of state narrative report on GFWC Virginia Narrative Report Form</p> <p><u>State Junior Chairman Records:</u> 1 copy of state report (cover sheet, compilation, narrative), 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (Junior) from each state club reporting</p>	February 25, 2011	
STATE JUNIOR CHAIRMAN: GFWC Virginia Junior State Project: Camp Easter Seals Virginia UCP	1. Narrative Report 2. GFWC Virginia Junior Project – Camp Easter Seals Virginia UCP Report Forms with narrative (Junior) from each state club reporting	<p><u>GFWC Virginia Health Chairman:</u> 1 copy of state narrative report on GFWC Virginia Narrative Report Form</p> <p><u>State Junior Chairman Records:</u> 1 copy of state report (narrative), 1 copy of GFWC Virginia Junior Project - Camp Easter Seals Virginia UCP Report Forms with narrative (Junior) from each state club reporting</p>	February 25, 2011	
STATE JUNIOR CHAIRMAN: GFWC Junior Special Project: Advocates for Children	1. GFWC Report Form (Compilation) 2. Narrative Report 3. GFWC Report Form and GFWC Virginia Narrative Report Forms (Junior) from each state club reporting	<p><u>GFWC Chairman:</u> 1 copy of cover sheet, 1 copy of state compilation on GFWC Report Form, 1 copy of state narrative on GFWC Virginia Narrative Report Form</p> <p><u>GFWC Virginia Director of Junior Clubs:</u> 1 copy of cover sheet, 1 copy of state compilation on GFWC Report Form, 1 copy of state narrative on GFWC Virginia Narrative Report Form</p> <p><u>State Junior Chairman Records:</u> 1 copy of state report (cover sheet, compilation, narrative), 1 copy of each GFWC Report Form and 1 copy of ALL GFWC Virginia Narrative Report Forms (Junior) from each state club reporting</p>	March 15, 2011	