

**Email all completed Reports to your District Chairman
Deadline August 1**

2026 Instructions – Chapter End of Year Reports *Virginia Division, United Daughters of the Confederacy®*

All forms are to be completed on the computer or printed, filled-in, scanned (or photographed), then emailed. Nothing should be sent by U.S. Mail except as noted on Form B.

All Chapter Report forms are to be saved using the following naming format:

2026 Form # - Title of Form - District # - Chapter Name

Example: What you receive:

2026 – Form 5 – Chapter Officers List – District - Chapter

Example: What you will name your file:

2026 – Form 5 – Chapter Officers List – District **5**- Chapter **Williamsburg**

The file names are all ready for you to insert your district number and chapter name.

Failure to name files correctly will preclude your District Chairman from using your report.

All completed forms are to be emailed to your District Chairman by August 1, 2026. You don't need to wait until all are complete to email forms.

First District	Elaine Powers	elainepowers@comcast.net
Second District	Mary Harvey-Halseth	pianoteacher23@gmail.com
Third District	Susan Reynolds	litsusie451@gmail.com
Fourth District	Virginia Norton	cvnorton@erols.com
Fifth District	Connie Schroeder	connie.s.schroeder@gmail.com
Sixth District	Susan Carraway	songbird.L@netzero.net

Some completed forms are to be emailed to the following Division Officers.

Division President	Eleanor Price	eleap@msm.com
Division Recording Secretary	Eleanor Hunter	eleanorh.udc@icloud.com
Division Historian	Therese DeSanto	ourfamilylegacy@aol.com

Your End of Year Chapter Reports are listed in numerical order on Form B

Please direct any questions concerning your 2026 Chapter Annual Reports, to your District Chairman or Division President.