

## Instructions for Chapter End of Year Report Forms

*Virginia Division, United Daughters of the Confederacy®*

Attached are your Chapter's End of Year Report Forms. It is very important that each form be completed so that your Chapter's work for this past year will be reported to the Officer or Committee Chairmen, who in turn, report to their counterparts on the General level. Report your Chapter work from September 1, 20\_\_ and any work expected to be completed before August 31, 20\_\_.

Email **ALL** Report Forms (**Division and General**) to your District Chairman by August 1. Even if you have no work to report for a particular Committee, submit the form with your Chapter name, marked "0" or "No Report".

Following is a list of Chapter End of Year Reports that don't go to a Standing Committee:

- Form 1 – ALICE WHITLEY JONES BANNER
- Form 2 – MINNIE C. ELLER BANNER
- Form 3 – MRS. JOHN S. GOLDSMITH BANNER
- Form 4 – Chapter Narrative Report (email to 3 people as indicated on report)
- Form 5 - Chapter Officers List (email to 3 people as indicated on report)
- Form 6 – Chapter Members List (email to 3 people as indicated on report)
- Form 7 – Real Granddaughters/ Great-Granddaughters
- Form 8 – *Division Minutes* Order Form

If a Committee Report directs that a report be sent to a Virginia Division or General Committee Chairman, DON'T DO IT! That is the responsibility of the District Chairmen.

Following is a list of the Chapter End of Year Committee Report Forms:

- Form 9 – Statistical Requirements for Historian General
- Form 11 - Benevolent Activities
- Form 12 - Grave Markers
- Form 13 - Correct Use of the Confederate Flag
- Form 14 - Education
- Form 15 - Friends of the White House of the Confederacy
- Form 16 - Historical Work with Students
- Form 17 - Jefferson Davis Highway
- Form 18 - Jefferson Davis Highway Marker
- Form 19 - Lee Chapel and Mausoleum
- Form 20 - Magazine
- Form 21 - Membership Development
- Form 22 – Memorial – Checks are sent to District Chairman by U.S. Mail
- Form 23 - Monuments and Memorial Markers
- Form 24 - Music of the Confederacy
- Form 25 - Patriotic Activities
- Form 26 - Preservation of Records of Historic Sites

Chapter Form B

**Email all Committee Reports to District Chairman  
Deadline August 1**

Form 27 - Publicity Committee – **Follow instructions on Form.**

Form 27a-Public Relations Information and Form

Form 28 - Southern Cross of Honor

Form 29 - Southern Literature and Arts

Form 31 - Veterans Affairs Voluntary Service (VAVS)

Form 32 - Records of Interments of Confederate Veterans

Form 33 - Division History – **Follow instructions on Form.**

Form 34 – Division Historical Essay Contest Rules – **Historical Essay submissions are sent directly to the Division Historian by U.S. Mail. They do not go to District Chairman.**