

2026 Instructions – District 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 unless so directed.**

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: How Chapters will name their files:

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

The file names are all ready for Chapter Presidents to insert their district number and chapter name. They are cautioned that failure to name files correctly will preclude District Chairman from using a Chapter’s report.

As directed, some District Forms are emailed to one or more of the following people by August 15, 2026:

Division President	Eleanor Price	eleap@msm.com
Division Vice President	Rebecca Ferguson	pumpkinferguson@comcast.net
Division Third Vice President	Elizabeth Scott	Lizscott121600@cox.net
Division Recording Secretary	Eleanor Hunter	eleanorh.udc@icloud.com
Division Historian	Therese DeSanto	ourfamilylegacy@aol.com

GENERAL DUTIES

This instruction sheet deals with those duties of District Chairman which pertain to your own Annual Narrative Report, the Annual DISTRICT END OF YEAR REPORTS, and the *Division Minutes*. Your other duties, those involving the Chapters are not addressed here. The Virginia Division Bylaws, Article VIII, outline the duties of the District Chairman. Please read that section thoroughly. If you have any questions or concerns, discuss them with the Division President.

DISTRICT CHAIRMAN NARRATIVE REPORT

You are required to write a narrative report on your work as District Chairman, which you will present at Division Convention. You are limited to **250** words. Deadline for email receipt by the Division Recording Secretary is 10 days before Division Convention. Early reports are welcome.

CHAPTER END OF YEAR REPORT FORMS

The Division Recording Secretary will post the Chapter End Of Year Report Forms on the VAUDC website. Each District Chairman must ensure that each of their Chapters know that the forms are available to be downloaded and filled out on-line then emailed without the need to print. Caution them about the required file naming process so Chapter Forms don't overwrite each other when you receive them. **All Chapter End of Year Reports are due to you by August 1.**

ALICE WHITLEY JONES BANNER FORM – CHAPTER FORM 1

This banner is awarded annually by the Division, at the Convention, through the Historian to the Chapter that has completed the best historical project. Email Chapter Form 1s to the Division President, Historian and Finance Committee Chairman. Ensure that all attachments provided by the Chapters are forwarded with the report. You probably need to send a separate email for each Chapter that has attachments. Group any “NO REPORTS” into a single email. Be sure to include your District number in the subject line of your email.

MINNIE C. ELLER BANNER FORM – CHAPTER FORM 2 AND COMMITTEE REPORT FORMS

The Reports reflect the work of the Chapters for the past year. This Banner is based on data presented in the Compiled Statistical Report, Compiled Report for Minnie C. Eller Banner, and Compiled Committee Report. Some data is repetitive. All three of these Forms are emailed to the Division President. This should be one email with all three forms attached. Be sure to include your District number in the subject line of your email. Your forms are already named.

It's recommended that you use a printed copy of the three District Forms and fill-in by hand as you review Chapter Reports on your computer. Once you have reviewed all Chapter Forms, you can type the data that you hand wrote into your District Forms.

MRS. JOHN S. GOLDSMITH BANNER FORM – CHAPTER FORM 3

This award is presented in memory of the first Director General of the Children of the Confederacy (CofC), to the Virginia Division UDC Chapter giving the most support to the CofC in Virginia. Email Chapter Form 3s (only if they support a CofC Chapter) to the Division President and Third Vice President. This should be one email with all Chapter Forms attached. Be sure to include your District number in the subject line of your email. Your forms are already named.

COMMITTEE REPORTS

DISTRICT REPORT INFORMATION is for you to Compile the Committee Reports and email them to appropriate Division Committee Chairman by August 15. Posted on the VAUDC website is District Form C - Listing all Division Committees and their Chairmen. Be sure to have a report from each Chapter, or a note indicating that you did not receive a particular report. You also use the Committee Reports to complete the three forms required for the MINNIE C. ELLER BANNER. Email any Chapter Newsletters received for judging to the Publicity Chairman by August 15.

DIVISION MINUTES ORDER

Chapters are to provide you with their order for copies of *Division Minutes* by August 1. Changes may be made no later than the last day of Convention. Email the District Form C - District *Division Minutes* Order Form, to the Recording Secretary by August 15. Be sure to include your District number in the subject line of your email.

MINUTES DISTRIBUTION PROCESS:

The *Minutes* for your District will be shipped directly to your address from the publisher. This usually occurs around the time of the Spring Executive Committee meeting. Upon receipt of the *Minutes*, it is your responsibility to immediately begin the distribution for paid copies. You must use the following process:

You coordinate with the Division Treasurer ahead of time that each Chapter has paid for its mandatory copy (\$10.00) which was to be paid in the Chapter's per capita. If paid, the Chapter does not owe this amount now. If not paid, add this amount to the Chapter's bill. Each additional copy of the *Minutes* costs \$10.00. Inform each Chapter of its total bill. The Chapter should issue a check made payable to ***Treasurer, Virginia Division UDC***. Don't deliver *Minutes* to a Chapter until you receive payment. Within 30 days of receiving all Chapter payments, send checks to the Division Treasurer.

You may wait for your District Conference to distribute the *Minutes*. If Chapters are not represented at your District Conference, you may send their *Minutes* by U.S. Mail (Book Rate) or UPS and charge them the postage be paid **to you** in advance. You **cannot receive reimbursement** from the Division. Please do everything possible to save money by distributing in-person.

Thank you for your hard work on behalf of the Virginia Division!