

# **GFWC-SC REPORTING & FORMS CHECKLIST**

**NOTE: Each club must file an IRS Tax Return ANNUALLY by the 15th day of the 5th month after close of fiscal/tax year; AND, must file SC Secretary of State Registration annually, 4 1/2 months after close of fiscal/tax year.**

ITEM	DUE DATE	DATE SENT
<b>PAY DISTRICT DUES</b> (if any)	District meetings date TBA	
<b>QUARTERLY MEMBERSHIP REPORT</b> (Due to GFWC Oct 1; Mail by Sept. 25 to ensure receipt.) Copy to GFWC-SC 1st VP	<b>October 1, 2024</b>	
<b>Club Remittance Form</b> (Due to GFWC-SC Treasurer) With Corrected and Updated Club Roster - please type changes in spreadsheet or separate email	<b>November 1, 2024</b>	
<b>CLUB YEARBOOK</b> (mail 1 copy to District President & 1 copy to GFWC-SC 1st VP)	<b>November 1, 2024</b>	
<b>Progress Foundation Application</b> due	<b>November 15, 2024</b>	
<b>QUARTERLY MEMBERSHIP REPORT</b> (Due to GFWC Jan 2; Mail by Dec. 23 to ensure receipt.) Copy to GFWC-SC 1st VP	<b>January 2, 2025</b>	
<b>GFWC-SC LEADS Nomination Form or Application Form (Due to Janet Prince, Leadership Chairman)</b>	<b>January 15, 2025</b>	
<b>GFWC-SC AFFILIATE ORGANIZATIONS STATISTICAL FORM</b> due to 2nd VP	<b>February 1, 2025</b>	
Deadline to submit for <b>Palmetto Pride Environment Award</b>	<b>February 1, 2025</b>	
<b>COMMUNITY SERVICE PROGRAM REPORTS</b> due to GFWC-SC 2nd VP Arts & Culture Civic Engagement & Outreach Education & Libraries Environment Health & Wellness	<b>February 1, 2025</b>	
<b>ADVANCEMENT PLAN REPORTS</b> due to GFWC-SC 2nd VP Communications & Public Relations Fundraising & Development Leadership Legislation & Public Policy Membership	<b>February 1, 2025</b>	

Women's History Resource Center		
<b><i>GFWC SPECIAL PROJECT &amp; STANDING COMMITTEE REPORTS due to GFWC-SC 2nd VP</i></b> GFWC Signature Project - (Domestic Violence Awareness) GFWC Junior Special Project - (Advocates for Children) GFWC Standing Committee Reports GFWC-SC President's Special Project GFWC-SC Director of Junior Clubs Special Project	February 1, 2025	

<b><i>GFWC-SC President's Special Projects</i></b> Elder Abuse/Neglect Awareness & Prevention Save a Life Tech Tidbits	Tech	February 1, 2025	
<b><i>GFWC-SC Director of Junior Clubs Special Project Be the Spark:</i></b> THE BLUE FLAME THE EMBER THE TORCH AWARD		February 1, 2025	
<b>Junior Cup Award due</b>		February 1, 2025	
<b><i>Community Impact Project Contest</i></b> (Due to GFWC State CIP Chair)		March 1, 2026	
<b><i>GFWC-SC Chairman Reports due to 2nd VP</i></b>		March 15, 2025	
<b><i>ESO Final Reporting to GFWC-SC Chariman</i></b>		March 15, 2025	
<b><i>Club Contribution Sheet</i></b>		March 15, 2025	
<b><i>Headquarters In-Kind Contributions</i></b>		March 15, 2025	
<b><i>Rating Sheet</i></b>		March 15, 2025	
<b><i>General Cup Awards</i></b> (formerly Program Council Award)		March 15, 2025	
<b><i>District/State Award Form</i></b> (see December Clubwoman Magazine for list of awards, criteria & instructions). <b><i>Make sure you also send your report to your District President if specified</i></b>		March 15, 2025	
<b><i>Creative Arts Awards Submissions</i></b> (see GFWC.org & December Clubwoman Magazine for specific instructions)		March 15, 2025	

<b>Honor Roll</b> <b>Order of the Jessamine</b> <b>Volunteer of the Year</b> <b>Woman of Distinction</b> <i>( See December Clubwoman for details.)</i>	<b>March 15, 2025</b>	
<b>Carol Vann Rowland &amp; Susan Vann Haynes Junior Clubwoman of the Year</b> <i>(SeeDecember Clubwoman for details.)</i>	<b>March 15, 2025</b>	
<b>QUARTERLY MEMBERSHIP REPORT</b> (Due to GFWC April 1; Mail by March 25 to ensure receipt.) Copy to GFWC-SC 1st VP	<b>April 1, 2026</b>	
<b>Club Presidents Directory Form</b> to President's Special Assistant	<b>April 15, 2025</b>	
<b>Deadline to submit Expense Voucher(s)</b> to State Treasurer	<b>May 1, 2025</b>	
<b>Deadline to submit Scholarship Application</b> <i>(even years only)</i>	<b>April 1, 2026</b>	