



GFWC-SC REPORTING & FORMS CHECKLIST 2020 ~ 2022



ITEM	DUE DATE	DATE SENT
PAY DISTRICT DUES <i>(if any)</i> Deadline to submit articles for SEPTEMBER CLUBWOMAN	August 1, 2021	
QUARTERLY MEMBERSHIP REPORT <i>(Due to GFWC Sept. 1; Mail by Aug. 25 to ensure receipt.) Copy to GFWC-SC</i> Club Remittance Form <i>(Due to GFWC-SC Treasurer)</i> Corrected and Updated Club Roster	August 25, 2021	
CLUB YEARBOOK <i>(mail 1 copy to District President & 1 copy to GFWC-SC 1st VP)</i> Deadline to submit articles for DECEMBER CLUBWOMAN	November 1, 2021	
QUARTERLY MEMBERSHIP REPORT <i>(Due to GFWC Dec. 1; Mail by Nov. 25 to ensure receipt.) Copy to GFWC-SC</i> GFWC-SC Women in Business Directory Form <i>(to Membership Chair/1st VP)</i>	November 25, 2021	
GFWC-SC LEADS 2.2 Nomination Form or Application Form <i>(Due to Janet Prince, Leadership Chairman)</i>	December 1, 2021	
GFWC-SC AFFILIATE ORGANIZATIONS STATISTICAL FORM Janet Prince Membership Award <i>(submit email to Membership Chairman/1st VP)</i>	January 15, 2022	
Deadline to submit articles for MARCH CLUBWOMAN Deadline to submit for Palmetto Pride Environment Award	February 1, 2022	
COMMUNITY SERVICE PROGRAM REPORTS due to GFWC-SC 2nd VP Arts & Culture Civic Engagement & Outreach Education & Libraries Environment Health & Wellness	February 1, 2022	
ADVANCEMENT PLAN REPORTS DUE to GFWC-SC 2nd VP Communications & Public Relations Fundraising & Development Leadership Legislation & Public Policy Membership Women's History Resource Center	February 1, 2022	
GFWC SPECIAL PROJECT & STANDING COMMITTEE REPORTS to GFWC-SC 2nd VP 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, 2022	
GFWC-SC President's Special Project - (Children's Trust/Pinwheels) GFWC-SC Director of Junior Clubs Special Project - (Be-YOU-tiful)	February 1, 2022	
Junior Honor Rating Sheet	February 1, 2022	
Junior Cup Award	February 1, 2022	
Giraffe Award Application Form	February 1, 2022	
QUARTERLY MEMBERSHIP REPORT <i>(due to GFWC March 1; Mail by Feb. 25 to ensure receipt.) Copy to GFWC-SC 1st VP</i>	February 25, 2022	
Community Impact Project Contest <i>(Due to GFWC State CIP Chair)</i>	March 1, 2022	
GFWC-SC Chairman Reports due to 2nd VP	March 1, 2022	
Augusta Wolff Save-A-Life Award	March 15, 2022	
Club Contribution Sheet	March 15, 2022	
Headquarters In-Kind Contributions	March 15, 2022	
Rating Sheet	March 15, 2022	
General Cup Awards (formerly Program Council Award)	March 15, 2022	
District/State Award Form (see December Clubwoman Magazine for list of awards, criteria & instructions)	March 15, 2022	
Creative Arts Awards Submissions (see GFWC.org & December Clubwoman Magazine for specific instructions)	March 15, 2022	
President's Prize <i>(for GFWC holiday theme decorating)</i> Honor Roll	March 15, 2022	
Order of the Jessamine Volunteer of the Year Junior Clubwoman of the Year JoAnn Bolchoz Juniorette of the Year Woman of Distinction	March 15, 2022	
Deadline to submit Scholarship Application	April 1, 2022	
Club Presidents Directory Form	April 15, 2022	
Deadline to submit articles for JUNE CLUBWOMAN	May 1, 2022	
Deadline to submit Expense Voucher(s)	May 1, 2022	
QUARTERLY MEMBERSHIP REPORT <i>(due to GFWC June 1; Mail by May 25 to ensure receipt.) Copy to GFWC-SC</i>	May 25, 2022	

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.