

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
PAY DISTRICT DUES (if any)	August 14, 2022	
QUARTERLY MEMBERSHIP REPORT (Due to GFWC Sept. 1; Mail by Aug. 25 to ensure receipt.) Copy to GFWC-SC 1st VP	August 25, 2022	
Club Remittance Form (Due to GFWC-SC Treasurer) With Corrected and Updated Club Roster - please type changes in spreadsheet or separate email	November 1, 2022	
CLUB YEARBOOK (mail 1 copy to District President & 1 copy to GFWC-SC 1st VP)	November 1, 2022	
Progress Foundation Application due	November 15, 2022	
QUARTERLY MEMBERSHIP REPORT (Due to GFWC Sept. 1; Mail by Aug. 25 to ensure receipt.) Copy to GFWC-SC 1st VP	November 25, 2022	
GFWC-SC LEADS Nomination Form or Application Form (Due to Susan Sanchez, Leadership Chairman)	January 15, 2023	
GFWC-SC AFFILIATE ORGANIZATIONS STATISTICAL FORM due to 2nd VP	February 1, 2023	
Deadline to submit for Palmetto Pride Environment Award	February 1, 2023	
COMMUNITY SERVICE PROGRAM REPORTS due to GFWC-SC 2nd VP Arts & Culture Civic Engagement & Outreach Education & Libraries Environment Health & Wellness	February 1, 2023	
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, 2023	
GFWC SPECIAL PROJECT & STANDING COMMITTEE REPORTS due 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, 2023	

GFWC-SC President's Special Projects - Elder Abuse/Neglect Awareness & Prevention Save a Life Tech Tidbits GFWC-SC Director of Junior Clubs Special Project -	Tech	February 1, 2023	
Junior Cup Award due		February 1, 2023	
Community Impact Project Contest (Due to GFWC State CIP Chair)		March 1, 2023	
GFWC-SC Chairman Reports due to 2nd VP		March 1, 2023	
Club Contribution Sheet		March 15, 2023	
Headquarters In-Kind Contributions		March 15, 2023	
Rating Sheet		March 15, 2023	
General Cup Awards (formerly Program Council Award)		March 15, 2023	
District/State Award Form (see December Clubwoman Magazine for list of awards, criteria & instructions). Make sure you send your report to your District President if specified		March 15, 2023	
Creative Arts Awards Submissions (see GFWC.org & December Clubwoman Magazine for specific instructions)		March 15, 2023	
GFWC President's Prize (for GFWC holiday theme decorating)		March 15, 2023	
Honor Roll		March 15, 2023	
Order of the Jessamine		March 15, 2023	
Volunteer of the Year Junior Clubwoman of the Year JoAnn Bolchoz Juniorette of the Year Woman of Distinction		March 15, 2023	
Deadline to submit Scholarship Application		April 1, 2023	
Club Presidents Directory Form to President's Special Assistant		April 15, 2023	
Deadline to submit Expense Voucher(s) to State Treasurer		May 1, 2023	
QUARTERLY MEMBERSHIP REPORT (Due to GFWC Sept. 1; Mail by Aug. 25 to ensure receipt.) Copy to GFWC-SC 1st VP		May 25, 2023	