

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, 2023	
QUARTERLY MEMBERSHIP REPORT (Due to GFWC Sept. 1; Mail by Aug. 25 to ensure receipt.) Copy to GFWC-SC 1st VP	August 25, 2023	
Club Remittance Form (Due to GFWC-SC Treasurer) With Corrected and Updated Club Roster - please type changes in spreadsheet or separate email	November 1, 2023	
CLUB YEARBOOK (mail 1 copy to District President & 1 copy to GFWC-SC 1st VP)	November 1, 2023	
Progress Foundation Application due	November 15, 2023	
QUARTERLY MEMBERSHIP REPORT (Due to GFWC Sept. 1; Mail by Aug. 25 to ensure receipt.) Copy to GFWC-SC 1st VP	November 25, 2023	
GFWC-SC LEADS Nomination Form or Application Form (Due to Susan Sanchez, Leadership Chairman)	January 15, 2024	
GFWC-SC AFFILIATE ORGANIZATIONS STATISTICAL FORM due to 2nd VP	February 1, 2024	
Deadline to submit for Palmetto Pride Environment Award	February 1, 2024	
COMMUNITY SERVICE PROGRAM REPORTS due to GFWC-SC 2nd VP Arts & Culture Civic Engagement & Outreach Education & Libraries Environment Health & Wellness	February 1, 2024	
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, 2024	
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, 2024	

GFWC-SC President's Special Projects Elder Abuse/Neglect Awareness & Prevention Save a Life Tidbits	Tech Tech	February 1, 2024	
GFWC-SC Director of Junior Clubs Special Project Good Neighbor Neighborhood Literacy	Polly's Gabrielle's Neighborly Love	February 1, 2024	
Junior Cup Award due		February 1, 2024	
Community Impact Project Contest (Due to GFWC State CIP Chair)		March 1, 2024	
GFWC-SC Chairman Reports due to 2nd VP		TBA	
ESO Final Reporting to Co-chairs		TBA	
Club Contribution Sheet		March 15, 2024	
Headquarters In-Kind Contributions		March 15, 2024	
Rating Sheet		March 15, 2024	
General Cup Awards (formerly Program Council Award)		March 15, 2024	
District/State Award Form (see December Clubwoman Magazine for list of awards, criteria & instructions). Make sure you also send your report to your District President if specified		March 15, 2024	
Creative Arts Awards Submissions (see GFWC.org & December Clubwoman Magazine for specific instructions)		March 15, 2024	
Honor Roll Order of the Jessamine Year (See December Clubwoman for details.)	Volunteer of the Woman of Distinction	March 15, 2024	
Carol Vann Rowland & Susan Vann Haynes Junior Clubwoman of the Year December Clubwoman for details.)	(See	March 15, 2024	
Deadline to submit Scholarship Application (even years only)		April 1, 2024	
Club Presidents Directory Form to President's Special Assistant		April 15, 2024	
Deadline to submit Expense Voucher(s) to State Treasurer		May 1, 2024	
QUARTERLY MEMBERSHIP REPORT (Due to GFWC Sept. 1; Mail by Aug. 25 to ensure receipt.) Copy to GFWC-SC 1st VP		May 25, 2024	