

# 2011 SWCS ANNUAL CHAPTER ACTIVITY REPORT

All Chapters must complete this report

*Important: When saving the document, please include your Chapter name (e.g., 2011 Annual Report – Yourchaptername.doc)*

**Chapter:** \_\_\_\_\_

**EIN/TIN:** \_\_\_\_\_ This number is your employer identification number or some call it tax payer identification number. (XX-XXXXXXX)

As Reported By:			
Daytime Phone:		FAX:	
E-Mail:			

**A. Changes in policies and operations**

1. Did your chapter change any of the following fundamental policies this year?			
a.	Fiscal year	Yes	No
		What is the new date?	
b.	Ending date for officer terms	Yes	No
		What is the new date?	
c.	By-laws: If yes, please supply a copy to SWCS Headquarters in Ankeny by emailing to <a href="mailto:memberservices@swcs.org">memberservices@swcs.org</a>	Yes	No

**B. Maintenance of legal and tax status**

1. Did your chapter file the necessary report(s) needed to maintain its legal status in the state/province as a corporation or unincorporated organization?	Yes	No	
2. US Chapters: <u>All</u> chapters must file an IRS tax return each year. Which IRS tax return did your chapter file in 2011? Please circle: Form 990, Form 990EZ or 990N postcard? If you filed a 990 or 990 EZ please forward a copy to <a href="mailto:memberservices@swcs.org">memberservices@swcs.org</a> . For more information on filing requirements, please see the IRS website at: <a href="http://www.irs.gov/efile/article/0,,id=108211,00.html">http://www.irs.gov/efile/article/0,,id=108211,00.html</a> .	Yes	No	

**C. SWCS membership**

Did your chapter conduct an event/activity to promote membership?	Yes	No	
1. Please describe the events/activities your chapter conducted to promote membership? _____ _____ _____			
2. Were the events/activities successful?	Yes	No	
3. Would your chapter be willing to share their success story in the Conservogram, at the Annual conference, or other media format?	Yes	No	

**D. SWCS Public Policy**

Did your chapter develop any policy white papers or promote any legislative issues this past year?	Yes	No	
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This report is **required** by all Chapters. Please email to Becky Fletcher, Chair, Leadership Development Committee ([rebecca.fletcher@in.usda.gov](mailto:rebecca.fletcher@in.usda.gov)) with a copy to Member Services at Ankeny, IA ([memberservices@swcs.org](mailto:memberservices@swcs.org)).

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### E. Current Officers and Officer E-mail Addresses

When does your chapter elect officers?	
When do officers take office?	
President:	Email:
President-Elect:	Email:
Secretary:	Email:
Treasurer:	Email:
Membership Chair:	Email:
Other:	Email:

### F. Other benchmarks

Did your chapter produce "newsletters" to report chapter activities and progress to its members?	Yes		No	
How many?				
Did your chapter officers meet during the year to conduct chapter business?	Yes		No	
How many times? (in person or via teleconference)				
Did your chapter prepare and adopt a budget for the past year?	Yes		No	
Does your chapter have an internet homepage?	Yes		No	
If yes, what is the address:				
Did your chapter distribute newsworthy information through the internet?	Yes		No	
Does the chapter provide scholarship(s)?	Yes		No	
How many?				
Dollar Amount?				

*Please note: If your chapter is also applying for the Professional Development Award, you may attach that application when you turn in this form instead of filling out the information about conferences, workshops and tours below. Completing these questions does not substitute for completing the Professional Development Award form.*

My chapter has already completed the Professional Development Award Application and it will be attached with this form. (If no, please answer the rest of section E).	Yes		No	
How many unique conferences, workshops or tours did your chapter hold this year? Please list dates, locations, attendance, and themes of meetings below.				

Meeting No.	Date	City, State	Location	Attendance
1				
Theme/description of content:				

Meeting No.	Date	City, State	Location	Attendance
2				
Theme/description of content:				

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Meeting No.	Date	City, State	Location	Attendance
3				
Theme/description of content:				

Meeting No.	Date	City, State	Location	Attendance
4				
Theme/description of content:				

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