



2023 SWCS Annual Chapter Activity Report and Chapter Award Nomination Form

All Soil and Water Conservation Society chapters are required to complete this report. The information you provide is used to make sure chapters are current and meeting required obligations. It is also used to submit charitable applications and determine eligibility for Annual SWCS Chapter Awards. Questions with asterisks are required.

Deadline: February 28, 2024

Chapter Award Criteria

The Outstanding Chapter Award

The Outstanding Chapter Award recognizes chapters for their success in carrying out its overall program during the past year.

To be considered, chapters must do the following:

1. Have a website and/or at least one active social media account
2. Have hosted at least one technical, professional, educational, or service event in the past year (virtual or in-person)
3. Have collaborated with other organizations to promote shared missions
4. Have made outreach efforts to engage their local community

If these minimum criteria are met, nominees will be ranked based on the changes in membership; assistance to other chapters or regional leadership; and accomplishment of special projects that highlight or address emerging issues in conservation policy, technology, and science.

Exceptional Chapter Event Award

(Previously the Chapter Achievement Award) The Exceptional Chapter Event Award is intended for a significant achievement through a single activity conducted during the year. No chapter can be recognized more than once during a three year period for the same basic activity.

Judging Criteria:

1. Goals and significance of the event, activity, meeting, or other chapter action
2. Participation from SWCS members and partners
3. Community involvement and public outreach
4. Outcome and impact on those in the conservation field, and to the general public

CHAPTER INFORMATION

Chapter name*

EIN/TIN*

XX-XXXXXXX

Please enter your employer identification number, also referred to as taxpayer identification number. (Put N/A if you do not have an EIN/TIN)

Name and title of chapter representative completing this report*

Email address*



A. POLICIES AND OPERATIONS

What was your last tax year end date?*

▼

▼

▼

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How can I determine what my exempt organization's tax year is? There are two kinds of tax years. Calendar Tax Year: This is a period of 12 consecutive months beginning January 1 and ending December 31; or Fiscal Tax Year: This is a period of 12 consecutive months ending on the last day of any month except December. Generally, your tax year (or accounting period) can be found in the following documents: your organization's bylaws, your application for federal tax-exempt status (Form 1023 or Form 1024), the determination letter you received approving your tax-exempt status, the application (Form SS-4) your organization filed to obtain its employer identification number (EIN), a copy of a prior year return, or Form 990 or 990-EZ which you filed with the IRS.

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☐

Did you change the month of your fiscal year end from the previous year?*

Yes No

☐

☐

Did you make any changes to your bylaws?*

Yes No

If yes, please supply a copy to SWCS Headquarters by emailing memberservices@swcs.org.

B. MAINTENANCE OF LEGAL AND TAX STATUS

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

Each state/providence has its own requirements. You should yearly check your state's website for nonprofit filing requirements and changes.

☐ S. Chapters: ☐ U.S. chapters must file an IRS tax return each year. Which IRS tax return did your chapter file?*

Form 990 Form 990-EZ Form 990-N Not Applicable (Canadian Chapter)

Please forward a copy to memberservices@swcs.org. For more information on filing requirements, please visit the IRS website: <https://www.irs.gov/Charities-&-Non-Profits/Annual-Reporting-and-Filing>.

What tax period did your chapter last file its 990 for?*

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All chapters are required to file one type of Form 990. Please note for next year that if your chapter's annual gross receipts are less than \$50,000 you may want to consider filing the Form 990-N. This is a very short electronic form that takes about 3 minutes to complete. An organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status.

C. CURRENT OFFICERS AND OFFICER EMAIL ADDRESSES

As of the date you complete this form:

Please provide your current officers' information in the provided boxes below. Add more officers by selecting "yes" on the question asking if you have more officers to record. If any of your officers have multiple titles, include both the titles in the appropriate box (ex. Secretary/Treasurer). Remember, chapter officers must be members of SWCS.

Officer Name

Officer Title (ex. President, Secretary, etc.)

Officer Email

Do you have a second chapter officer (Secretary, Treasurer, Regional Representatives, At-Large, Council Representative, etc.)?*

☐ Yes ☐ No



D. TRAINING, PROFESSIONAL DEVELOPMENT, EVENTS, AND CHAPTER AWARDS

Please list dates, titles, attendance, location, and specific details on chapter actions taken in the past year. You will have an opportunity to list up to four actions, lead with the best action. The information you provide is used to complete charitable applications and chapter awards, so please be specific. The description will be used to judge the Exceptional Chapter Event Awards and, for the winners, will be used in SWCS media outlets. Photos of the event are welcome. Please submit using the file attachment below.

Check all that apply to qualify your chapter for the Outstanding Chapter Award.*

- ☐ Have a website and/or at least one active social media account
- ☐ Have hosted at least one technical, professional, educational, or service event in the past year (virtual or in-person)
- ☐ Have collaborated with other organizations to promote shared missions
- ☐ Have made outreach efforts to engage your local community

Check all that apply to your chapter during the past year.*

- ☐ Developed a position statement
- ☐ Participated in a collaborative project or coalition
- ☐ Communicated with state/provincial leaders
- ☐ Conducted a fundraising effort
- ☐ Conducted or participated in teacher education
- ☐ Conducted or participated in an environmental education project
- ☐ Conducted or participated in science fairs
- ☐ Conducted or participated in Envirothon
- ☐ Other:

How many chapter events, activities, meetings, or other chapter actions did your chapter conduct in 2023 (i.e. workshops, events, community service, trainings, tours, campaigns, art projects, joint conservation projects with partners or other agencies, societies, or student chapters, develop technical manuals or other materials, etc.)? *

☐ 0 ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 or more

You will be able to enter details on up to four chapter actions. Lead with your best action. The information will be used for nominations for the Exceptional Chapter Event Award. This award acknowledges chapters with significant achievement through a single action conducted during the year.

First Event Title*

First Event Date*

How many individuals took part in your first event? *

In 500 words or less, please describe your first event (what was the action, goals, outcome, community participation, partner organization(s), impact to those in the conservation field, etc.). *

This information is needed for chapter award nominations, so be descriptive. Note that if selected for a chapter award, this information may be published on SWCS media platforms.

Any additional materials to describe the event, activity, meeting, or chapter action can be uploaded here. *

No File Chosen

Photos are very welcome



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E. OTHER BENCHMARKS

Did your chapter produce newsletters to report chapter activities and progress to its members?*

☒ Yes ☐ No

Please provide copies of future newsletters to memberservices@swcs.org and renee.bouldin@swcs.org

How many chapter leaders did you provide financial assistance to?*

How many in the last year?*

Please attach your most recent newsletter.

Choose File

Remove File

No File Chosen

Did your chapter officers meet during the year to conduct chapter business?*

☒ Yes ☐ No

How many times in the last year?*

How did your chapter officers meet?*

☐ In person

☐ Virtually

☐ Other:

Can select more than one.

Did your chapter prepare and adopt a budget for the past year?*

☐ Yes ☐ No

Does your chapter have a website?*

☐ Yes ☐ No

Does your chapter have social media outlets?*

☒ Yes ☐ No

Check all that apply.

☐ Facebook

☐ Twitter

☐ Instagram

☐ LinkedIn

☐ TikTok

☐ Flickr

☐ Vimeo

☐ Other:

Does your chapter recognize the efforts of members, cooperating organizations, or others through an annual awards program?*

☐ Yes ☐ No

Does your chapter provide scholarships?*

☒ Yes ☐ No

How many in the past year?*

How much were the scholarships worth (total amount)?*



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Did the chapter offer financial assistance for a member to attend a professional development event or activity (i.e. SWCS International Annual Conference, conference, training, workshop, etc.)? *

☒ Yes ☐ No

How many chapter leaders did you provide financial assistance to? *

How many chapter leaders attended last year's SWCS International Annual Conference? *

Does your chapter leadership team find the monthly Chapter Notes email valuable? *

- ☐ Yes
☐ No
☐ I don't know what Chapter Notes are
☐ Other:

What was your chapter's biggest challenge this year? *

What events or actions do you have planned for 2024? *

Please include estimated dates, if available.

Do you know someone who is deserving of acknowledgement for their dedication to their chapter, the Society, or for being a leader in natural resource conservation? Visit www.swcs.org/awards to nominate them for an SWCS award by **March 27, 2024**.

[Save and Resume Later](#)

Submit Form

