



Healthy Land
Clean Water
For Life

2017 SWCS Annual Chapter Activity Report and Chapter Award Nominations

All Chapters are required to complete this report. The information you provide is important and used to make sure chapters are current and meeting required obligations. It is also used to submit charitable applications. Questions with asterisks are required. Award nominations are optional.

Due: March 31, 2018

Chapter Information

- Chapter Name *

- EIN/TIN *

Please enter your employer identification number (also referred to as tax payer identification number). (XX-XXXXXXX)

- Name of Chapter Representative Completing This Report *

First Name

Last Name

- Daytime Phone *

- Email *

- What is your current chapter membership? *

You may contact SWCSmembership@swcs.org for assistance.

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A. Policies & Operations

- What was your last tax year-end date? *

How can I determine what my exempt organization's tax year is? A tax year is usually 12 consecutive months. 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 by-laws. Your application for federal tax-exempt status (Form 1023 or Form 1024) or 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, Form 990 or 990-EZ, which you filed with the IRS.

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

No Yes

- If yes, what is the new date? *

- Did you make any changes to your bylaws? *

No Yes

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

- If you made changes to your chapter bylaws were they approved by SWCS BOD? *

No Yes

Bylaws changes need to be approved by SWCS Headquarter BOD. If you have made changes that have not been approved, please submit a copy of your bylaws with a summary of your changes to memberservices@swcs.org

- Does the chapter have a strategic plan? *

No Yes

To provide continuity and achievement of long term goals

- Does the chapter have an annual plan of work that identifies key activities and events for the year? *

No Yes

Such as selection of officers, committees, meetings, workshops, membership drives, award programs, etc.

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? *

No Yes

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

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

Form 990 Form 990-EZ 990-N e-Postcard 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? *

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. (CANADIAN CHAPTERS ENTER 12/31/2016)

C. Current Officers and Officer Email Address

(As of the date you complete this form)

- What month does your chapter elect officers? *

- When do newly elected officers take office? *

- **Please provide current officers. (Remember chapter officers must be a member of SWCS headquarters.)**

- President *

First Name

Last Name

- President term expires *

- President Email *

- President-Elect *

First Name

Last Name

- President Elect term expires *

- President-Elect Email *

- Vice President *

First Name

Last Name

- Vice President term expires *

- Vice President Email *

- Secretary *

First Name

Last Name

- Secretary term expires *

- Secretary Email *

- Treasurer *

First Name

Last Name

- Treasurer term expires *

Three dropdown menus and a calendar icon.

- Treasurer Email *
- Secretary/Treasurer *

First Name
Last Name

- Secretary/Treasurer term expires *

Three dropdown menus and a calendar icon.

- Secretary/Treasurer Email *
- Membership Chair *

First Name
Last Name

- Membership Chair term expires *

Three dropdown menus and a calendar icon.

- Membership Chair Email *
- Additional Chapter Officers (i.e Regional Rep., Director, At-Large, Council Rep, etc.) *
 No Yes

- List additional officers, term and email *

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D. Training, Professional Development, Events, and Chapter Awards

Below, please list dates, titles, locations, attendance, tours, conference themes, topics, descriptions, actions, recommendations, and results of meetings held in the past year. You will have an opportunity to list up to 4 events. The information you provide is used to complete charitable applications and chapter awards so please be specific.

- Check all that apply to qualify your chapter for the Outstanding Chapter Award. *
 - Have an annual/and or strategic plan
 - Distributed at least one newsletter in the past year
 - Held at least one technical or professional meeting in the past year
 - Involved in at least one of the following: educational activity, community service project, communication of a position to the media or legislative body, unique partnership and/or development of technical manual or other publication
 - Check All

- Did your chapter conduct an event/activity to promote recruitment and professional development growth (i.e. workshops, conferences, community service, training, tours, etc.)? You will be able to enter up to 4 events. Lead with your best event from the last year. The information for this event will be used for nomination for the Chapter Achievement Award. This award acknowledges chapters with significant achievement through a single activity conducted during the year. *

No Yes

- Date *

- How many SWCS members took part in this meeting? *

- How many nonmembers took part in this meeting? *

- Location (City, State, Province, etc.) *

- Event Title *

- Did the event offer Continuing Education Units (CEUs)? *

No Yes

- Any additional materials, description, etc. to describe event can be uploaded here *
- Description (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.). This information is needed for chapter award nominations so be descriptive. *

-
- Did the chapter offer a second event, activity, meeting, etc.? *

No Yes

- Second event, activity, meeting, etc.

- Date *

- Event Title *

- How many SWCS members took part in this meeting? *

- How many nonmembers took part in this meeting? *

- Location (City, State, Province, etc.) *

- Did the event offer Continuing Education Units (CEUs)? *

No Yes

- Any additional materials, description, etc. to describe event can be uploaded here *
- Description (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.) *

-

- Did you chapter offer a third event, activity, meeting, etc.? *
 No Yes

- Third event, activity, meeting, etc.

- Date *

- Event Title *

- How many SWCS members took part in this meeting? *

- How many nonmembers took part in this meeting? *

- Location (City, State, Province, etc.) *

- Did the event offer Continuing Education Units (CEUs)? *

- No Yes

- Any additional materials, description, etc. to describe event can be uploaded here *

- Description (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.) *

-

-
- Did you chapter offer a fourth event, activity, meeting, etc.? *

- No Yes

- Fourth event, activity, meeting, etc.

- Date *

- Event Title *

- How many SWCS members took part in this meeting? *

- How many nonmembers took part in this meeting? *

- Location (City, State, Province, etc.) *

- Did the event offer Continuing Education Units (CEUs)? *

- No Yes

- Any additional materials, description, etc. to describe event can be uploaded here *

- Description (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.) *



- Was your chapter involved in a community service activity? (i.e. clean up projects, planting, disaster relief, etc.)? *

No Yes

- Any additional materials, description, etc. to describe event can be uploaded here. *
- Additional information (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.). This information is needed for chapter award nominations. *



- Has the chapter done any of the following during the past year? *

- Developed a position statement
- Participated in a collaborative project or coalition
- Communicated with state/provincial leaders
- Conducted a fundraising effort
- Conduct or participate in teacher education
- Conduct or participate in an environmental education project
- Conduct or participate in Science Fairs
- Conduct or participate in Envirothon
- NA
- Other:

- Any additional materials, description, etc. to describe event can be uploaded here. *
- Additional information (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.). This information is needed for chapter award nominations. *



- Did your chapter share partnerships, joint conservation projects, educational programs or seminars, or communication with other agencies, societies, groups, or student chapters? *

No Yes

- Any additional materials, description, etc. to describe event can be uploaded here. *
- Additional meeting description (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.). This information is needed for chapter award nominations. *



- Did your chapter develop any technical manuals or similar documents? *
 No Yes
- Any additional materials, description, etc. to describe event can be uploaded here. *
 Additional information (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.).

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E. SWCS Public Policy

- Did your chapter develop any policy white papers or promote any legislative issues this past year? *
 No Yes
- Any policy papers can be uploaded here. *
- Briefly, describe the policy paper and/or activities and their outcomes. *

F. Other Benchmarks

- Did your chapter produce "newsletters" to report chapter activities and progress to its members? *
 No Yes
- Please provide copies of future "newsletters" to memberservices@swcs.org. It may be possible to share events, activities, etc. with other chapters through chapter notes and the Conservogram.
- Please attach your most recent newsletter *
- How many in the last year? *

- Does your chapter recognize new members via the chapter newsletter or meetings? *
 No Yes
- Does your chapter recognize its top new member recruiter? *
 No Yes
- Did your chapter officers meet during the year to conduct chapter business? *
 No Yes
- If yes, how many times in the last year? *

- How did your chapter officers meet? *
 In person Via teleconference Other

Can select more than one

- If other, please specify. *

- Does the chapter have term limits for chapter leaders to provide adequate opportunities for progression of elected officials while maintaining continuity from one year to the next? *
 No Yes

- Did your chapter prepare and adopt a budget for the past year? *
 No Yes

- Does your chapter have a webpage? *
 No Yes

- If yes, what is the web address? *

- Does your chapter have social media outlets? *
 No Yes

- Please list *

- Did your chapter distribute newsworthy information through the internet? *
 No Yes

- Briefly, describe information provided *

- Does your chapter recognize the efforts of members, cooperating organizations, and individuals through an annual awards program? *
 No Yes

- Does your chapter provide scholarships? *
 No Yes

- If yes, how many in the last year? *

- If yes, how much were the scholarships worth (total amount)? *

\$

- Did the chapter offer financial assistance for a chapter leader to attend a regional chapter development workshop or the Leadership Development Workshop at the SWCS annual conference? *
 No Yes

- How many chapter leaders attended a regional chapter development workshop and/or Leadership Development Workshop at the SWCS annual conference? *

- How many chapter officers attended last year's SWCS annual conference? *

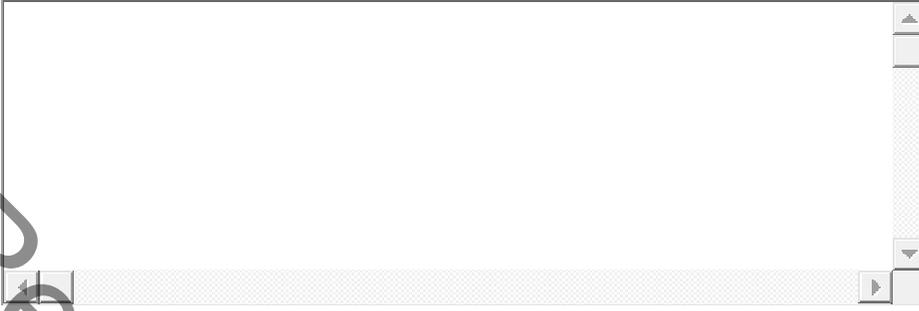
- Did your chapter have any of the following media activities? *

- Contact with local media
- Issued press release
- Obtained media coverage at events
- NA

Other:

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Additional comments or suggestions? *



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