



Healthy Land
Clean Water
For Life

2018 SWCS Annual Chapter Activity Report and Chapter Award Nomination Form

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.

Deadline: March 29, 2019

CHAPTER INFORMATION

Chapter Name*

EIN/TIN*

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

Name of chapter representative completing this report*

Phone Number*

Email Address*

What is your current chapter membership?*

You may contact memberservices@swcs.org for assistance.

A. POLICIES AND OPERATIONS

What was your last tax year end date?*

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.

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

Yes No

What is the new date?*

Did you make any changes to your bylaws?*

Yes No

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

Were your chapter bylaw changes approved by the SWCS Board of Directors?*

Yes No

Bylaws changes need to be approved by the SWCS Headquarter Board of Directors. 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?*

Yes No

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?*

Yes No

Such as selection of officers, committees, meetings, workshops, membership drives, award programs, scholarships, 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?*

Yes No

Each state/province 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 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?*

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 12/31/2017)

C. CURRENT OFFICERS AND OFFICER EMAIL ADDRESSES

As of the date you complete this form



What month does your chapter elect officers? *

When do newly elected officers take office? *

Please provide your current officer's information in the provided boxes below. Remember, chapter officers must be members of SWCS headquarters.

President Name *

President Term Expiration Date *

President Email Address *

President Elect Name *

President Elect Term Expiration Date *

President Elect Email Address *

Secretary Name

Secretary Term Expiration Date

Secretary Email Address

Treasurer Name

Treasurer Term Expiration Date

Treasurer Email Address

Membership Chair Name

Membership Chair Term Expiration Date

Membership Chair Email Address

Do you have any additional chapter officers (Regional Representatives, At-Large, Council Representative, Etc.)? *

Yes No

List additional officer names, term expiration dates, and email addresses *

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 four 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

Did your chapter conduct an event, activity, or meeting to promote recruitment and professional development growth (i.e. workshops, conferences, community service, training, tours, etc.)? *

Yes No

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.

Date *

How many attendees took part in this meeting? *

Location (City, State/Province, Etc.) *

Event Title *

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

Yes No

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.

Any additional materials to describe the event can be uploaded here.

No file chosen

Date*



How many attendees took part in this meeting?*

Location (City, State/Province, Etc.)*

Event Title*

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

Yes No

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.

Any additional materials to describe the event can be uploaded here.

No file chosen

Did the chapter conduct a third event, activity, meeting, etc?*

Yes No

Date*



How many attendees took part in this meeting?*

Location (City, State/Province, Etc.)*

Event Title*

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

Yes No

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.

Any additional materials to describe the event can be uploaded here.

No file chosen

Did the chapter conduct a fourth event, activity, meeting, etc?*

Yes No

Date*



How many attendees took part in this meeting?*

Location (City, State/Province, Etc.) *

Event Title*

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

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.

Any additional materials to describe the event can be uploaded here.

No file chosen

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

Yes No

Information on activity (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.)*

This information is needed for chapter award nominations, so be descriptive.

Any additional materials to describe the activity can be uploaded here.

No file chosen

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
- None
- Other:

Information on activity (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.)*

This information is needed for chapter award nominations, so be descriptive.

Any additional materials to describe the activity can be uploaded here.

No file chosen

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

Yes No

Information on activity (outcome, goals, media coverage, revenue, impact to those in the conservation field, etc.)*

This information is needed for chapter award nominations, so be descriptive.

Any additional materials to describe the activity can be uploaded here.

No file chosen

Did your chapter develop any technical manuals or similar documents?*

Yes No

Any additional materials can be uploaded here.

No file chosen

E. SWCS PUBLIC POLICY

Did your chapter develop any policy white papers or promote any legislative issues this past year?*

Yes No

Briefly describe the policy paper and/or activities and their outcomes.*

Any policy papers can be uploaded here.

No file chosen

F. 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. It may be possible to share events, activities, etc. with other chapters through chapter notes and the Conservogram.

Please attach your most recent newsletter.*

No file chosen

How many in the last year?*

Does your chapter recognize new members via the chapter newsletter or during meetings?*

Yes No

Does your chapter recognize its top new member recruiter?*

Yes No

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
 Via teleconference
 Other:

Can select more than one.

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?*

Yes No

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

Yes No

Does your chapter have a webpage?*

Yes No

What is the web address?*

Does your chapter have social media outlets?*

Yes No



- Twitter
- Instagram
- LinkedIn
- Flickr
- Vimeo
- Other:

Indicate your chapter's media activities.*

- Contact with local media
- Issued press release
- Obtained media coverage at events
- None
- Other:

Does your chapter recognize the efforts of members, cooperating organizations, and individuals 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)?*

Did the chapter offer financial assistance for a chapter leader 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?*

SWCS will be celebrating our 75th Anniversary in 2020! Share with us any stories or memorable moments in your chapter's history.

Submit Form