



Healthy Land  
Clean Water  
For Life

## 2022 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 24, 2023**

### 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.

Judging Criteria:

1. Have a website and/or at least one active social media account
2. Have hosted at least one technical or professional meeting in the past year (virtual or in-person)
3. Create a 2023 Chapter Action Calendar\* and attach it to this report

\*SWCS staff hosted a webinar available at [www.swcs.org/chaptertools](http://www.swcs.org/chaptertools) with instructions for this document. There will also be a virtual workshop on January 11, 2023 for leaders to work on these calendars.

#### 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 event, activity, meeting, or other chapter action
2. Participation from SWCS members and community
3. Outcome and impact to those in the conservation field

## CHAPTER INFORMATION



**Chapter name\***

**EIN/TIN\***


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

**Name and title of chapter representative completing this report\***

**Email address\***


## 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
**Did you make any changes to your bylaws?\***
 Yes  No
If yes, please supply a copy to SWCS Headquarters by emailing [memberservices@swcs.org](mailto: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.

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**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](mailto: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.

**C. CURRENT OFFICERS AND OFFICER EMAIL ADDRESSES**

As of the date you complete this form.

Please provide your current officer's 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.

**Board Member Name**

**Board Member Title (ex. President, Secretary, etc.)**

**Board Member 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, 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 or professional meeting in the past year (virtual or in-person)
- Submitted a 2023 Chapter Action Calendar (attach below)

**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:

**Download a [2023 Chapter Action Calendar](#).**

**Please submit your 2023 Chapter Action Calendar below to be eligible for the Outstanding Chapter Award.**

No File Chosen

File uploads may not work on some mobile devices.

**Did your chapter conduct an event, activity, meeting, or other chapter action (i.e. workshops, events, community service, trainings, tours, campaigns, art projects, joint conservation projects with partners or other agencies, societies,**



Yes No

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

## 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](mailto:memberservices@swcs.org) and [renee.bouldin@swcs.org](mailto:renee.bouldin@swcs.org)

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

 Yes No

**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

**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

**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 attended last year's SWCS International Annual Conference?\***

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

**What resources or tools could SWCS national provide to assist you in your chapter work?\***

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](http://www.swcs.org/awards) to nominate them for an SWCS award by **March 31, 2023**.

[Save and Resume Later](#)

Submit Form

Reference Only - Submit Online

