



Healthy Land
Clean Water
For Life

2021 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.

Deadline: March 4, 2022

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 for the Outstanding Chapter Award, chapters must meet the following 4 requirements:

1. Annual and/or strategic plan
2. At least one newsletter distributed in the past year
3. At least one technical or professional meeting in the past year
4. At least one of the following: chapter campaign, educational activity, community service project, communication with media or legislative body, unique partnership, development of technical manual or other publication

Chapter Achievement Award

The Chapter Achievement 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.

Criteria:

1. Purpose of event, activity, meeting, or other chapter action
2. Significance of event, activity, meeting, or other chapter action
3. Goals and outcome the chapter hoped to receive
4. Media coverage
5. Participation by SWCS Members and Non Members
6. Impact to those in the conservation field

CHAPTER INFORMATION

Chapter name*



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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*

What is your current chapter membership?*

You may contact memberservices@swcs.org for assistance.

How many new chapter members did you gain in 2021 *

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

Did you make any changes to your bylaws?*

 Yes No

If yes, please supply a copy to SWCS Headquarters by emailing 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 years?*

 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/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

 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.

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. 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



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

Board Member Email

Board Member Expiration Date
 
Do you have a second chapter officer (Secretary, Treasurer, Regional Representatives, At-Large, Council Representative, etc.)?*
 Yes No

(List all chapter officers)

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

Below, 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. Keep in mind the criteria provided above for the Chapter Achievement Award.

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: chapter campaign, educational activity, community service project, communication with media or legislative body, unique partnership, development of technical manual or other publication
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


<input type="checkbox"/> Conducted a fundraising effort
<input type="checkbox"/> Conducted or participated in teacher education
<input type="checkbox"/> Conducted or participated in an environmental education project
<input type="checkbox"/> Conducted or participated in science fairs
<input type="checkbox"/> Conducted or participated in Envirothon
<input type="checkbox"/> Other:

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, or student chapters, develop technical manuals or other materials, etc.)?*

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. SWCS PUBLIC POLICY

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

Yes No

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 and renee.bouldin@swcs.org

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

Yes No

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?*



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

Yes No

Does your chapter have a webpage?*

Yes No

Does your chapter have social media outlets?*

Yes No

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

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?*

SWCS is working on improved resources for chapter leaders in the form of 1-page "Headquarters Hacks" and webinars. Which area would you like these tools to focus on (ex. - non profit management, member recruitment, potential events, etc.)? View our current resources for chapter leaders on our website:

<https://www.swcs.org/resources/chapter-leadership-tools/>*

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 April 15.

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Submit Form

Reference Only - Submit Online

