



SOROPTIMIST

Best for Women

**Soroptimist International of the America's, Inc.**

**Golden West Region**

**2018-2019**

**Club Officer's Activity Checklist**



**Education**  
*is the*  
**Key**

*Lori Reed*  
*Golden West Region Governor*  
*2018-2020*

## Golden West Region Soroptimist International of the Americas CLUB OFFICER'S 2018-2019 ACTIVITY CHECKLIST

### JULY

<input type="checkbox"/> <b>Submit SIA Form 200: Report of New Club Officers</b>  <b>Submit GWR form of New Club Officers</b>	<p>Complete and submit Report of New Club Officers online to SIA <a href="#">New Officers</a></p> <p>Submit club president and club treasurer contact information to the GWR Secretary in the format identified by her.</p>	<p>Ensure this list is completed and submitted as soon as club officers are identified. Due by <b>July 1</b></p>
<input type="checkbox"/> <b>Submit Club Membership Information and Club dues to SIA and GWR</b>  <b>Submit Club Dues</b>	<p>Complete SIA and submit online Membership report &amp; pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a></p> <p>Pay GWR dues</p> <p><a href="#">GWR Dues Worksheet &amp; Invoice</a></p>	<p>Please pay SIA dues and membership information online. Forms 5008 &amp; 5010 are available for those clubs that are unable to complete through the SIA website.</p> <p>Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination</p>
<input type="checkbox"/> <b>Attend Leadership Training Retreat</b>	<p>Make plans for members to attend the GWR Leadership Training Retreat (if held in July)</p>	
<input type="checkbox"/> <b>Audit club books</b>	<p>Review club bylaws for audit process and timeline. Details are available in the Treasurer's Manual and on the SIA website.</p> <p>Download SIA suggested <a href="#">Club Audit Procedures</a></p>	<p>SIA recommends audit completion no later than <b>August 31</b>; present audit report to club; file in club permanent records</p>
<input type="checkbox"/> <b>Review officer duties and assign new committee chairs and committee members</b>	<p>Download SIA suggestions for <a href="#">Club Administration</a> and <a href="#">Sample Club Bylaws</a></p>	<p>Distribute committee assignments to chairs</p>
<input type="checkbox"/> <b>Sign new bank account signature cards &amp; reassign PO box key</b>	<p>Your bank will usually need a copy of club business minutes listing the names of new officers</p>	<p>Have new president, treasurer &amp; secretary sign bank account signature cards</p>
<input type="checkbox"/> <b>Review LYD requirements, utilize promotion tools available and recruit applicants</b>	<p>Download information about Live Your Dream Awards at <a href="#">LYD tools &amp; applications</a></p>	<p><a href="#">LYD Awards Deadlines and Checklist</a></p>
<input type="checkbox"/> <b>Plan Dream It, Be It: Career Support for Girls event</b>	<p>Download information about <a href="#">Dream It, Be It program resources</a></p>	<p>Report due to Dream It Be It Region Coordinator by <b>April 15</b></p>
<input type="checkbox"/> <b>Submit Soroptimist Celebrating Success Award application</b>	<p>Soroptimist Celebrating Success recognizes outstanding club projects and best practices in each of the four areas of the SIA Strategic Plan: program, members, public awareness, and fundraising. Get forms and instructions at GWR website <a href="#">Soroptimist Celebrating Success</a></p> <p>Submit projects or practices started or completed during the 2017-2018 Soroptimist year</p>	<p>Send to SCS Chair by <b>September 30</b></p>
<input type="checkbox"/> <b>Establish potential dates for the District Director's official visit to the club</b>	<p>All District Director's will be in contact with the club president's in their respective districts to schedule an official visit.</p>	<p>District Directors to make contact in July and August to schedule the date of their club visit.</p>

## Golden West Region Soroptimist International of the Americas CLUB OFFICER'S 2018-2019 ACTIVITY CHECKLIST

### AUGUST

<input type="checkbox"/>	<b>Download planning calendars from SIA Website</b>	In addition to this Club Officer Activity Checklist, the following documents are available from <a href="http://www.soroptimist.org">www.soroptimist.org</a> : •2018-2019 Club Calendar of Events •Club President Planning Calendar •2018-2019 Program Quick Reference Guide	Keep these handy, as members will be asking you for this information Share with your board and committee chairs as applicable
<input type="checkbox"/>	<b>Establish potential dates for the District Director's official visit to the club</b>	All District Director's will be in contact with the club president's in their respective districts to schedule an official visit.	District Directors to make contact in July and August to schedule the date of their club visit.
<input type="checkbox"/>	<b>SIA Club Grant Requests &amp; impact reports due from clubs receiving Grant Funds</b>	Clubs who received SIA Club Grants for Women and Girls projects must report impact. Funded clubs will be provided with impact report forms and detailed instructions.  For current year requests please review <a href="#">Club Grant General Information</a>	Impact reports are due to SIA in <b>August</b> .  Grant requests for the current year must be received at SIA by <b>March 1</b>
<input type="checkbox"/>	<b>Send news release of new club officers to local media</b>	A variety of resources related to publicity and public awareness are available for download from <a href="http://www.soroptimist.org">www.soroptimist.org</a> :	Send to local newspaper(s) & Chamber of Commerce
<input type="checkbox"/>	<b>Hold a club planning retreat</b>	The <b>SIA website</b> has many excellent resources available for download at <a href="http://www.soroptimist.org">www.soroptimist.org</a> : ▫ <i>Keeping the Balance For Clubs</i> ▫ <i>Skills and Talents Assessment Tool</i> ▫ <i>Club Assessment Form Sample</i> ▫ <i>Club Strategic Plan</i> ▫ <i>Club Roadmap for Success</i>	Assign a committee to help with the retreat
<input type="checkbox"/>	<b>Attend Leadership Training Retreat</b>	Make plans for members to attend the GWR Leadership Training Retreat (if held in August)	
<input type="checkbox"/>	<b>Late fees for unpaid dues</b>	Clubs will receive late fees for unpaid dues	
<input type="checkbox"/>	<b>Review LYD requirements, utilize promotion tools available and recruit applicants</b>	Download information about Live Your Dream Awards <a href="#">LYD tools &amp; applications</a>	<a href="#">LYD Awards Deadlines and Checklist</a>
<input type="checkbox"/>	<b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information about Dream It, Be It for Girls <a href="#">Dream It, Be It program resources</a>	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/>	<b>Submit Soroptimist Celebrating Success Award application</b>	Soroptimist Celebrating Success recognizes outstanding club projects and best practices in each of the four areas of the SIA Strategic Plan: program, members, public awareness, and fundraising. Get forms and instructions at GWR website <a href="#">Soroptimist Celebrating Success</a>  Submit projects or practices started or completed during the 2017-2018 Soroptimist year	Send to SCS Chair by <b>September 30</b>

## Golden West Region Soroptimist International of the Americas CLUB OFFICER'S 2018-2019 ACTIVITY CHECKLIST

### S E P T E M B E R

<input type="checkbox"/> <b>Register for District Fall Meeting</b>	The <b>Call</b> to your club's District Fall Meeting will be issued via email approximately 60 days before the event.	Send Registration to District Fall Meeting Registration Chair per instructions in Call
<input type="checkbox"/> <b>Review LYD requirements, utilize promotion tools available and recruit applicants</b>	Download information about Live Your Dream Awards <a href="#">LYD tools &amp; applications</a>	<a href="#">LYD Awards Deadlines and Checklist</a>
<input type="checkbox"/> <b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information: <a href="#">Dream It, Be It program resources</a>	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/> <b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	Complete SIA and submit online Membership report & pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a>  Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual	Please pay SIA dues and membership information online. Forms 5008 & 5010 are available for those clubs that are unable to complete through the SIA website.  Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination
<input type="checkbox"/> <b>Submit Soroptimist Celebrating Success Award application</b>	Soroptimist Celebrating Success recognizes outstanding club projects and best practices in each of the four areas of the SIA Strategic Plan: program, members, public awareness, and fundraising. Get forms and instructions at GWR website <a href="#">Soroptimist Celebrating Success</a>  Submit projects or practices started or completed during the 2017-2018 Soroptimist year	Send to SCS Chair by <b>September 30</b>
<input type="checkbox"/> <b>Plan Soroptimist Summit: Access to Education event in your own community</b>	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/> <b>Start working on the Healthy Club Worksheet</b>	The GWR has been asked by SIA to track and measure areas important for organizational success. To ensure your club is on-track to meet the healthy club criteria, start working on this worksheet and share with your club board/members. Your District Directors can assist you with your responses. <a href="#">Golden West Region Website</a>	Final online report due by <b>February 1st.</b>

## Golden West Region Soroptimist International of the Americas CLUB OFFICER'S 2018-2019 ACTIVITY CHECKLIST

### OCTOBER

<input type="checkbox"/>	<b>Soroptimist Founders Day - October 3</b>	Download <b>Soroptimist 101</b> from <a href="http://www.soroptimist.org">www.soroptimist.org</a> for information about the founding and history of the organization:	Celebrate with a special event that highlights SIA's mission of improving the lives of women and girls
<input type="checkbox"/>	<b>United Nations Day - October 24<sup>th</sup></b>	Soroptimist International has consultative status with the United Nations' Economic and Social Council (ECOSOC), which oversees U.N. activities and policies promoting human rights. Soroptimist representatives advocate for the Soroptimist mission of improving the lives of women and girls.  Learn more: <a href="http://www.soroptimistinternational.org/si-at-the-un">http://www.soroptimistinternational.org/si-at-the-un</a>	
<input type="checkbox"/>	<b>Attend District Fall Meeting</b>	Consult your district fall meeting call for meeting agenda and driving directions  <b>District 1</b> - October 5-6, 2018 <b>District 2</b> - October 26-27, 2018 <b>District 3</b> - October 12-13, 2018 <b>District 4</b> - October 19-20, 2018	Have fun attending with your club members, learn a lot and don't forget to report back to your club!
<input type="checkbox"/>	<b>Review LYD requirements, utilize promotion tools available and recruit applicants</b>	Download information about Live Your Dream Awards <a href="#">LYD tools &amp; applications</a>	<a href="#">LYD Awards Deadlines and Checklist</a>  Application deadline for club level awards: <b>November 15</b>
<input type="checkbox"/>	<b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information about <a href="#">Dream It, Be It Resources</a>	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/>	<b>Federal and State Tax Returns</b>	Download <b>Club Treasurer Guidelines</b> from the <a href="#">Club Treasurer SIA Guidelines</a> Download the Club Treasurer's Manual from the <b>GWR website</b> at: <a href="#">GWR Treasurer's Manual</a>	Your club treasurer should be working on tax returns, which are due to the IRS and your state by <b>November 15</b>
<input type="checkbox"/>	<b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	Complete SIA and submit online Membership report & pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a>  Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual	Please pay SIA dues and membership information online. Forms 5008 & 5010 are available for those clubs that are unable to complete through the SIA website.  Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination
<input type="checkbox"/>	<b>Plan Soroptimist Summit: Access to Education event in your own community</b>	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	<b>Review the Healthy Club Worksheet</b>	Review the Healthy Club Worksheet with your club BOD and Members. Check off as many criteria that you can. <a href="#">Golden West Region Website</a>	Final online report due by <b>February 1st.</b>

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**NOVEMBER**

<input type="checkbox"/> <b>Federal and State Tax Returns</b>  IRS Form 990	Download <b>Club Treasurer Guidelines</b> from the <a href="#">Club Treasurer SIA Guidelines</a> Download the Club Treasurer's Manual from the <b>GWR website</b> at: <a href="#">GWR Treasurer's Manual</a>	Check with your club treasurer—tax returns are due to the IRS and your state by <b>November 15</b>
<input type="checkbox"/> <b>Participate in Soroptimist Workplace Campaign to End Domestic Violence</b>	Download information on this program from <a href="http://www.soroptimist.org">www.soroptimist.org</a> : <b>Soroptimist Workplace Campaign to End Domestic Violence</b>	Coincides with International Day for the Elimination of Violence Against Women - <b>November 25</b>
<input type="checkbox"/> <b>Nominate candidates for the 2019-2021 GWR Nominating Committee</b>	Clubs will receive a request for nominations for candidates for the 2019-2021 GWR Nominating Committee from the current GWR Nominating Committee Coordinator by Nov 1, 2018	Club is responsible for submitting nominations by <b>December 1</b>
<input type="checkbox"/> <b>Live Your Dream applications due to club</b>	Receive completed applications: Live Your Dream Committee should be arranging for judging of applications by local non-Soroptimist judges  Download information about Live Your Dream Awards <a href="#">LYD tools &amp; applications</a>	<b>IMPORTANT DATES:</b> Live Your Dream applications to Club- <b>November 15</b>
<input type="checkbox"/> <b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/> <b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	Complete SIA and submit online Membership report & pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a>  Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual	Please pay SIA dues and membership information online. Forms 5008 & 5010 are available for those clubs that are unable to complete through the SIA website.  Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination
<input type="checkbox"/> <b>Plan Soroptimist Summit: Access to Education event in your own community</b>	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/> <b>Review the Healthy Club Worksheet</b>	Review the Healthy Club Worksheet with your club BOD and Members. Check off as many criteria that you can. <a href="#">Golden West Region Website</a>	Final online report due by <b>February 1st.</b>

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**DECEMBER**

<input type="checkbox"/> <b>Soroptimist International President's Appeal— December 10</b>	<p>Observe Human Rights Day (also Soroptimist International Day) on December 10 by donating to the SI President's Appeal. For more information on this special day go to the <b>United Nations website: <a href="#">UN Human Rights</a></b></p> <p>December 10 President's Appeal – donations will be made directly to SIA for this project. From the money collected, grants will be given to clubs that help develop solar energy projects in rural areas. Go to <b>SIA website <a href="http://www.soroptimist.org">www.soroptimist.org</a></b> for more information</p>	<p>Plan a program to share information on the SI President's Appeal project</p> <p>Treasurer sends funds collected or budgeted to SIA</p>
<input type="checkbox"/> <b>Live Your Dream Award applications due to region district representative</b>	<p>Receive completed applications: Live Your Dream Committee should be arranging for judging of applications by local non-Soroptimist judges</p> <p>Download information about Live Your Dream Awards <a href="#">LYD tools &amp; applications</a></p>	<p>Live Your Dream Winner to GWR District Committee Rep.— <b>February 1</b></p>
<input type="checkbox"/> <b>Plan Dream It, Be It: Career Support for Girls event</b>	<p>Download information about Dream It, Be It: Career Support for Girls</p>	<p>Report due to Dream It Be It Region Coordinator by <b>April 15</b></p>
<input type="checkbox"/> <b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	<p>Complete SIA and submit online Membership report &amp; pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a></p> <p>Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual</p>	<p>Please pay SIA dues and membership information online. Forms 5008 &amp; 5010 are available for those clubs that are unable to complete through the SIA website.</p> <p>Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination</p>
<input type="checkbox"/> <b>Plan Soroptimist Summit: Access to Education event in your own community</b>	<p>Soroptimist Summit planning resources are available on GWR website</p>	
<input type="checkbox"/> <b>Review the Healthy Club Worksheet</b>	<p>Review the Healthy Club Worksheet with your club BOD and Members. Check off as many criteria that you can. <a href="#">Golden West Region Website</a></p>	<p>Final online report due by <b>February 1st.</b></p>

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**JANUARY**

<input type="checkbox"/>	<b>Soroptimists STOP Trafficking Awareness-Raising Project</b>	Download information on how your club can participate in the STOP Trafficking Awareness-Raising Project from <a href="http://www.soroptimist.org">www.soroptimist.org</a> :	Coincides with National Day of Human Trafficking Awareness on <b>January 11</b>
<input type="checkbox"/>	<b>Remind Treasurer to prepare IRS form 1099 for your Live Your Dream winners</b>	Download <a href="#">GWR Club Treasurer's Manual</a> from the <b>GWR website</b>	Send to Live Your Dream recipient(s) no later than <b>January 31</b> , if the amount of cash award was \$600 or more
<input type="checkbox"/>	<b>Mid-Year Club Budget Review</b>	Ask club finance/budget committee & treasurer to prepare and present a mid-year budget review	During the month of January
<input type="checkbox"/>	<b>Submit club Live Your Dream Award winner to GWR District Live Your Dream Award Committee District Representative</b>	Download <a href="#">LIVE YOUR DREAM Award transmittal form</a> available from the <b>Golden West Region website</b>	IMPORTANT DATES: Live Your Dream Winner to GWR District Committee Rep— <b>February 1</b>
<input type="checkbox"/>	<b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information about <a href="#">Dream It, Be It program resources</a>	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/>	<b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	Complete SIA and submit online Membership report & pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a>  Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual	Please pay SIA dues and membership information online. Forms 5008 & 5010 are available for those clubs that are unable to complete through the SIA website.  Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination
<input type="checkbox"/>	<b>Plan Soroptimist Summit: Access to Education event in your own community</b>	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	<b>Complete the ONLINE Healthy Clubs report</b>	Using the Healthy Club worksheet, complete this online report. As needed, ask for assistance from your District Director. <a href="#">Golden West Region Website</a>	Final online report due by <b>February 1st.</b>



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**F E B R U A R Y**

<input type="checkbox"/>	<b>Submit club Live Your Dream winner to GWR District Live Your Dream Committee Rep.</b>	Use <a href="#">LIVE YOUR DREAM transmittal form</a> available from the <b>Golden West Region website:</b>	Live Your Dream Winner to GWR District Committee Rep.— <b>February 1</b>
<input type="checkbox"/>	<b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information about <a href="#">Dream It, Be It program resources</a>	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/>	<b>Form club nominating committee</b>	Review club bylaws for nominating committee formation procedures	
<input type="checkbox"/>	<b>Prepare Soroptimist Club Grant for Women and Girls</b>	Consider submitting an application for financial assistance in starting up or continuing projects in your local community. Grants are awarded in \$500 increments ranging from \$500 to \$10,000. Get information and application forms from <a href="#">Club Grant Procedures</a>	Take advantage of this opportunity! Form a committee to prepare your club grant application. Applications were due <b>March 15</b>
<input type="checkbox"/>	<b>Plan for Soroptimist Saturday of Service—First Saturday in March</b>	Submit a Program Focus Report for Saturday of Service projects, refer to July for details.	Join Soroptimists around the world by participating in a service project on Saturday, <b>March 3</b>
<input type="checkbox"/>	<b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	Complete SIA and submit online Membership report & pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a>  Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual	Please pay SIA dues and membership information online. Forms 5008 & 5010 are available for those clubs that are unable to complete through the SIA website.  Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination
<input type="checkbox"/>	<b>Plan Soroptimist Summit: Access to Education event in your own community</b>	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	<b>Complete the ONLINE Healthy Clubs report</b>	Using the Healthy Club worksheet, complete this online report. As needed, ask for assistance from your District Director. <a href="#">Golden West Region Website</a>	Final online report due by <b>February 1st.</b>

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**M A R C H**

<input type="checkbox"/>	<b>Participate in the Soroptimist Saturday of Service</b>	Join Soroptimists around the world by participating in a service project! Don't forget to report on your project:	Saturday, <b>March 3</b>
<input type="checkbox"/>	<b>Host Live Your Dream Award event on March 8, International Women's Day</b>	Plan a program to honor club Live Your Dream and New Girl Award recipients.  Establish plans to maintain support of your recipients.	Don't forget to publicize your program!
<input type="checkbox"/>	<b>Receive Call to GWR Spring Conference</b>	All clubs will receive the spring conference call 60 days prior to the date of the spring conference— <b>GWR Spring Conference</b>  Conference call materials will also available for download on the <b>GWR West Region website</b> at <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Read and discuss the official call to conference and encourage member attendance. Send in conference registration fees by the established deadline.
<input type="checkbox"/>	<b>Submit Soroptimist Club Grant Proposal</b>	See February for program information.	Send Application to SIA <b>BEFORE March 15</b>
<input type="checkbox"/>	<b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information: <a href="#">Dream It, Be It program resources</a>	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/>	<b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	Complete SIA and submit online Membership report & pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a>  Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual	Please pay SIA dues and membership information online. Forms 5008 & 5010 are available for those clubs that are unable to complete through the SIA website.  Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination
<input type="checkbox"/>	<b>Plan Soroptimist Summit: Access to Education event in your own community</b>	Soroptimist Summit planning resources are available on GWR website	

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**A P R I L**

<input type="checkbox"/>	<b>Register for Spring Conference</b>	Consult your Conference Call for all information concerning registration and other activities for which forms must be submitted	Register delegates and club members before deadline specified in conference call
<input type="checkbox"/>	<b>Elect club officers, board members, delegates &amp; alternates</b>	Check procedures outlined in your club bylaws for election of club officers, board members, delegates and alternate delegates	Include elections on your agenda
<input type="checkbox"/>	<b>Order Past President's Pin</b>	Order this special pin now from SIA so you will be able to present it to your outgoing president at the end of her year. You can order online from <a href="http://www.soroptimist.org">www.soroptimist.org</a>	Order pin from SIA
<input type="checkbox"/>	<b>Create Club budget proposal</b>	Check club bylaws for any procedures related to budget development and adoption	Make sure your club finance or budget committee prepares and submits a budget for the coming year
<input type="checkbox"/>	<b>Plan Dream It, Be It: Career Support for Girls event</b>	Download information about <a href="#">Dream It, Be It program resources</a>	Report due to Dream It Be It Region Coordinator by <b>April 15</b>
<input type="checkbox"/>	<b>Add New Members: Submit Club Membership Information and Club dues to SIA and GWR</b>	Complete SIA and submit online Membership report & pay online dues. <a href="#">Guide to Online Roster Management and Paying Dues</a>  Pay GWR dues. Midyear Invoice can be found on Page 23 of the Treasurer's manual	Please pay SIA dues and membership information online. Forms 5008 & 5010 are available for those clubs that are unable to complete through the SIA website.  Ensure Club Treasurer completes membership change forms to both SIA and to GWR Treasurers within 30 days of member induction, transfer or termination
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**M A Y**

<input type="checkbox"/>	<b>SIA-Founders Pennies - \$5.88 per member</b>	Most clubs make this contribution along with their dues. (\$.06 per year per member since Soroptimist founding is used for Programs.) Some clubs wait and make this contribution to SIA in May.	Make your contribution <b><u>BEFORE</u> May 31</b>
<input type="checkbox"/>	<b>Make Club Contribution to SIA Programs</b>	Through Club Giving, support the SIA mission by contributing to programs that help women in all countries of our federation Find out more about club giving at <a href="#">Club Giving</a>	Club contributions must be <b><u>RECEIVED</u></b> by SIA by <b>May 31</b> to be recognized for Club Giving in the current club year
<input type="checkbox"/>	<b>Receive GWR Club Information Update for 2019-2020</b>	Submit club President and club Treasurer contact information sent to you by the GWR Secretary in May.	Complete and return to GWR Secretary <b><u>BEFORE</u> June 1</b>
<input type="checkbox"/>	<b>Receive GWR Dues Invoice for 2019-2020</b>	All clubs will receive the annual GWR dues invoice from the GWR Treasurer by May 1.  Forms will also be available for download on the <b>Golden West Region website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Pay <b><u>BEFORE</u> July 1</b>
<input type="checkbox"/>	<b>Submit SIA Form 200: Report of New Club Officers</b>  <b>Submit GWR form of New Club Officers</b>	Complete and submit Report of New Club Officers online to SIA <a href="#">New Officers</a>  Submit club president and club treasurer contact information to the GWR Secretary in the format identified by her.	Ensure this list is completed and submitted as soon as club officers are identified but <b><u>BEFORE</u> July 1</b>
<input type="checkbox"/>	<b>Prepare and approve club budget</b>	Sample budgets can be found on the SIA website	Include funds for member attendance at Soroptimist events
<input type="checkbox"/>	<b>Plan Soroptimist Summit: Access to Education event in your own community</b>	Soroptimist Summit planning resources are available on GWR website	

**Golden West Region Soroptimist International of the Americas  
CLUB OFFICER'S 2018-2019 ACTIVITY CHECKLIST**

**J U N E**

<input type="checkbox"/>	<b>Attend GWR Spring Conference</b>	Attend the <b>GWR Spring Conference in Temecula, CA June 7-9, 2019!</b>	Come, learn, celebrate and enjoy!
<input type="checkbox"/>	<b>Receive GWR Club Information Update for 2019-2020</b>	Submit club President and club Treasurer contact information sent to you by the GWR Secretary in May.	Complete and return to GWR Secretary <b>BEFORE June 1</b>
<input type="checkbox"/>	<b>Pay GWR Dues for 2019-2020</b>	All clubs will receive the annual GWR dues invoice from the GWR Treasurer by May 1.  Forms will also be available for download on the <b>Golden West Region website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Pay <b>BEFORE July 1</b>
<input type="checkbox"/>	<b>Submit SIA Form 200: Report of New Club Officers</b>  <b>Submit GWR form of New Club Officers</b>	Complete and submit Report of New Club Officers online to SIA <a href="#">New Officers</a>  Submit club president and club treasurer contact information to the GWR Secretary in the format identified by her.	Ensure this list is completed and submitted as soon as club officers are identified but <b>BEFORE July 1</b>
<input type="checkbox"/>	<b>Prepare and approve club budget</b>	Sample budgets can be found on the SIA website	Include funds for member attendance at Soroptimist events
<input type="checkbox"/>	<b>Celebrate your outgoing club board and committee members</b>	Plan celebrations and thank yous for outgoing club board and committee members	Outgoing board and committee members remain in office through <b>June 30</b>
<input type="checkbox"/>	<b>Celebrate and install your 2019-2020 club board and committee members</b>	Plan celebration and installation for incoming club board and committee members	New board and committee members take office <b>July 1</b>
<input type="checkbox"/>	<b>Register the club's new officers for the Leadership Training Retreat</b>	All are invited but club officers need to attend to become acquainted with, or to remain current on the responsibilities of their position.	Send to Governor-Elect by <b>June 20</b>
<input type="checkbox"/>	<b>Start submitting Soroptimist Celebrating Success Award applications</b>	Soroptimist Celebrating Success recognizes outstanding club projects and best practices in each of the four areas of the SIA Strategic Plan: program, members, public awareness, and fundraising. Get forms and instructions at <b>GWR website</b> <a href="#">Soroptimist Celebrating Success</a>  Submit projects or practices started or completed during the 2018-2019 Soroptimist year	Send to SCS Chair by <b>September 30</b>