



**Golden West Region  
Soroptimist International of the America's, Inc.**

**2016-2017  
Club Officer's Checklist**



## Golden West Region Soroptimist International of the Americas CLUB OFFICER 2016-2017 ACTIVITY CHECKLIST

### JULY

<input type="checkbox"/> <b>Audit club books</b>	Check club bylaws for audit process and timeline  Download <b>Club Audit Procedure</b> from <a href="http://www.soroptimist.org">www.soroptimist.org</a> :	SIA recommends audit completion no later than <b>August 31</b> ; present audit report to club; file in club permanent records
<input type="checkbox"/> <b>Appoint committee chairs and members</b>	Look for resources available for committee chairs at <a href="http://www.soroptimist.org">www.soroptimist.org</a> :	Distribute committee assignments to chairs
<input type="checkbox"/> <b>Sign new bank account signature cards &amp; get PO box key</b>	Remember, your bank will need a copy of club business minutes listing names of new officers	New president, treasurer & secretary to sign bank account signature cards
<input type="checkbox"/> <b>Order Live Your Dream Applications and information on Dream It, Be It</b>	Download a Live Your Dream order form and Dream It, Be it: Career Support for Girls Toolkit at <a href="http://www.soroptimist.org">www.soroptimist.org</a> :	Give application forms to Live Your Dream to committee chairs for distribution
<input type="checkbox"/> <b>Submit Club Membership Forms (5008 &amp; 5010) to SIA and GWR</b>  <b>Submit Club Dues</b>	Complete and submit Membership forms to <b>SIA and GWR</b> Download GWR forms from: <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>  Complete SIA forms online or download forms from <a href="http://www.soroptimist.org">www.soroptimist.org</a>	Ensure Club Treasurer completes and mails membership change forms to both SIA and to GWR Treasurer within 30 days of member induction, transfer or termination
<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 at <a href="http://www.soroptimist.org">www.soroptimist.org</a>  Submit club president and club treasurer contact information to the GWR Secretary in the format identified	Ensure this list is completed and submitted as soon as club officers are identified.
<input type="checkbox"/> <b>Submit Program Focus Reports</b>	Do not wait – report on each project as soon as completed!  To enter your Program Focus Report for SI, visit <a href="http://reports.soroptimistinternational.org">http://reports.soroptimistinternational.org</a> .	Reports submitted online by <b>April 15</b> may be considered for an award for club service fund that may be presented at Spring Conference.
<input type="checkbox"/> <b>Submit Soroptimist Celebrating Success</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="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>  Submit projects or practices started or completed during the 2014-2015 calendar year	Send to SCS Chair DONA Linda Nixon <b>September 30, 2016 (changed from the SIA suggested date of July 1<sup>st</sup>)</b>

## Golden West Region Soroptimist International of the Americas CLUB OFFICER 2016-2017 ACTIVITY CHECKLIST

### AUGUST

<input type="checkbox"/>	<b>Download planning calendars from SIA Website</b>	<p>The following documents are available from <a href="http://www.soroptimist.org">www.soroptimist.org</a>:</p> <p><b><u>2016-2017 Club Calendar of Events</u></b></p> <p><b><u>Club President Planning Calendar</u></b></p> <p><b><u>2016-2017 Program Quick Reference Guide</u></b></p>	<p>Keep these handy, as members will be asking you for this information Share with your board and committee chairs as applicable</p>
<input type="checkbox"/>	<b>Send news release announcing new club officers to local media</b>	<p>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>:</p>	<p>Send to local newspaper(s) &amp; Chamber of Commerce</p>
<input type="checkbox"/>	<b>Hold a club planning retreat</b>	<p>The <b>SIA website</b> has many excellent resources available for download at <a href="http://www.soroptimist.org">www.soroptimist.org</a>:</p> <ul style="list-style-type: none"> <li>▫ <i>Keeping the Balance For Clubs</i></li> <li>▫ <i>Skills and Talents Assessment Tool</i></li> <li>▫ <i>Club Assessment Form Sample</i></li> <li>▫ <i>Club Strategic Plan Template</i></li> <li>▫ <i>Club Award Form</i></li> <li>▫ <i>Event Ideas: Successful Fundraisers</i></li> <li>▫ <i>Project Evaluation Form</i></li> <li>▫ <i>Public Awareness Checklist</i></li> <li>▫ <i>Recruitment Manual</i></li> <li>▫ <i>Retention Manual</i></li> <li>▫ <i>Welcoming New Members</i></li> </ul>	<p>Assign a committee to help with the retreat</p>
<input type="checkbox"/>	<b>Submit Club Membership Forms (5008 &amp; 5010) to SIA and GWR</b>	<p>Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b></p> <p>Download GWR forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a></p> <p>Complete SIA forms online or download forms from <a href="http://www.soroptimist.org">www.soroptimist.org</a>:</p>	<p>Ensure treasurer completes forms for new member and member changes</p>
<input type="checkbox"/>	<b>Submit Program Focus Reports</b>	<p>Submitting Program Focus Reports is an ongoing activity! Refer to July for details.</p>	<p>Due online by <b>April 15</b></p>
<input type="checkbox"/>	<b>Submit Soroptimist Celebrating Success</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 <b>GWR website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a></p> <p>Submit projects or practices started or completed during the 2015-2016 calendar year</p>	<p>Send to SCS Chair DONA Linda Nixon <b>September 30, 2016</b></p>

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### SEPTEMBER

<input type="checkbox"/>	<b>Register for District Fall Meeting</b>	The Call to your club's District Fall Meeting will be issued via email between mid-August & mid-September depending upon the date of the meeting.	Send Registration to District Fall Meeting Registration Chair per instructions in Call
<input type="checkbox"/>	<b>Distribute Live Your Dream applications</b>	Download for Live Your Dream Program resources from <b>SIA website</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a> :	<b>IMPORTANT DATES:</b>  Live Your Dream applications to Club- <b>November 15</b>  Live Your Dream Winner to GWR District Committee Rep.— <b>February 1</b>
<input type="checkbox"/>	<b>Dream It Be It Program for Girls</b>	Begin to develop a planning committee for Dream it , Be It Program for Girls, see Toolkit at <b>SIA website</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a>	Be prepared to report your progress by <b>February 15, 2017</b>
<input type="checkbox"/>	<b>Submit Club Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>  Complete SIA forms online or download forms from <a href="http://www.soroptimist.org">www.soroptimist.org</a>	Ensure treasurer completes forms for new member and member changes
<input type="checkbox"/>	<b>Submit Program Focus Reports</b>	Submitting Program Focus Reports is an ongoing activity! Refer to July for details.	Due online by <b>April 15</b>
<input type="checkbox"/>	<b>Submit Soroptimist Celebrating Success</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="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>  Submit projects or practices started or completed during the 2015-2016 calendar year	Send to SCS Chair DONA Linda Nixon <b>September 30, 2016</b>

## Golden West Region Soroptimist International of the Americas CLUB OFFICER 2016-2017 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>Dream It, Be It Program for Girls</b>	Begin collecting a community assessment regarding Dream It, Be It Program for Girls, get Toolkit at <b>SIA website</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a>	Be prepared to report your progress by <b>February 15, 2017</b>
<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 7-8, 2016 <b>District 2</b> - October 21-22, 2016 <b>District 3</b> - October 28-29, 2016 <b>District 4</b> - October 14-15, 2016	Have fun attending with your club members, learn a lot and don't forget to report back to your club!
<input type="checkbox"/>	<b>Federal and State Tax Returns</b>	Download <b>Club Treasurer Guidelines</b> from the <a href="http://www.soroptimist.org">www.soroptimist.org</a> :  Download <b>Club Treasurer's Handbook</b> from the <b>GWR website</b> in the Print Shop Section: <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</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>Submit Club Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <b>GWR website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>  Complete SIA forms online or download forms from <a href="http://www.soroptimist.org">www.soroptimist.org</a>	Ensure treasurer completes forms for new member and member changes
<input type="checkbox"/>	<b>Submit Program Focus Reports</b>	Submitting Program Focus Reports is an ongoing activity! Refer to July for details.	Due online by <b>April 15</b>

## Golden West Region Soroptimist International of the Americas CLUB OFFICER 2016-2017 ACTIVITY CHECKLIST

### NOVEMBER

<input type="checkbox"/> <b>Federal and State Tax Returns</b>  <b>IRS Form 990</b>	Download <b>Club Treasurer Guidelines</b> from the <a href="http://www.soroptimist.org">www.soroptimist.org</a> :  Download <b>Club Treasurer's Handbook</b> from the <b>GWR website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</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>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	<b>IMPORTANT DATES:</b> Live Your Dream applications to Club- <b>November 15</b>  Live Your Dream Winner to GWR District Committee Rep.— <b>February 1</b>
<input type="checkbox"/> <b>Dream It, Be It Program for Girls</b>	Continue collecting a community assessment regarding Dream It Be It Program for Girls.	Be prepared to report your project by <b>February 15, 2017</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>Submit Club Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Ensure treasurer completes forms for new member and member changes
<input type="checkbox"/> <b>Submit Program Focus Reports</b>	Submitting Program Focus Reports is an ongoing activity! Refer to July for details.	Due online by <b>April 15</b>
<input type="checkbox"/> <b>Nominate candidates for the 2017-2019 GWR Nominating Committee</b>	In 2016, Clubs will receive a request for nominations for candidates for the 2017-2019 GWR Nominating Committee from the current GWR Nominating Committee Coordinator by Nov 1, 2016	Club is responsible for submitting nominations by <b>December 1</b>

**Golden West Region Soroptimist International of the Americas  
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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:</b> <a href="http://www.un.org/rights/">http://www.un.org/rights/</a> 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</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a> for more information</p>	<p>Plan a program to share information on the SI President's Appeal project  Treasurer sends funds collected or budgeted to SIA</p>
<input type="checkbox"/> <b>Submit Club Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	<p>Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a></p>	<p>Ensure treasurer completes forms for new member and member changes</p>
<input type="checkbox"/> <b>Submit Program Focus Reports</b>	<p>Submitting Program Focus Reports is an ongoing activity! Refer to July for details.</p>	<p>Due online by <b>April 15</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 <b>Club Treasurer's Handbook</b> from the GWR Member Services/Document Library at the <b>GWR website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	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>Submit club Live Your Dream winner to GWR District Live Your Dream Committee Rep.</b>	Use GWR LIVE YOUR DREAM transmittal form available from the <b>Golden West Region website</b> Print Shop <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	<b>IMPORTANT DATES:</b> Live Your Dream Winner to GWR District Committee Rep— <b>February 1</b>
<input type="checkbox"/>	<b>Dream It, Be It Program for Girls</b>	Review Curriculum Guide by SIA for more information go to <b>GWR website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Guide posted on GWR website <b>January 15</b>
<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 Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Ensure treasurer completes forms for new member and member changes

**Golden West Region Soroptimist International of the Americas  
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**FEBRUARY**

<input type="checkbox"/>	<b>Submit club Live Your Dream winner to GWR District Live Your Dream Committee Rep.</b>	Use GWR LIVE YOUR DREAM transmittal form available from the <b>Golden West Region website</b> Print Shop <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Live Your Dream Winner to GWR District Committee Rep.— <b>February 1</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="http://www.soroptimist.org">www.soroptimist.org</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 4, 2017</b>
<input type="checkbox"/>	<b>Dream It, Be It Program for Girls</b>	Use Dream it, Be It progress report form available from the <b>SIA Website</b> : <a href="http://www.soroptimist.org">www.soroptimist.org</a>	Progress Report to GWR District Committee Rep.— <b>February 15</b>
<input type="checkbox"/>	<b>Submit Club Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Ensure treasurer completes forms for new member and member changes
<input type="checkbox"/>	<b>Submit Program Focus Reports</b>	Submitting Program Focus Reports is an ongoing activity! Refer to July for details.	Due online by <b>April 15</b>

## Golden West Region Soroptimist International of the Americas CLUB OFFICER 2016-2017 ACTIVITY CHECKLIST

### MARCH

<input type="checkbox"/>	<b>Program Focus Reports</b>	<p>If you have not submitted Program Focus Reports on your programs this year, now is the time! To enter your Program Focus Report please visit <a href="http://reports.soroptimistinternational.org">http://reports.soroptimistinternational.org</a>. As this is a secure section of the SI website, you will need the SIA Username and Password to gain entry. USERNAME: sia    PASSWORD: philadelphia</p> <p>Instructions for completing and submitting Program Focus Reports are available on the <b>Golden West Region website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a></p>	<p>Reports submitted online by <b>April 15</b> will be considered for GWR Program Awards at Spring Conference</p>
<input type="checkbox"/>	<b>Participate in the Soroptimist Saturday of Service</b>	<p>Join Soroptimists around the world by participating in a service project! Don't forget to report on your project:</p>	<p>Saturday, <b>March 4, 2017</b></p>
<input type="checkbox"/>	<b>Receive Call to GWR Spring Conference</b>	<p>All clubs will receive the spring conference call 60 days prior to the date of the spring conference— <b>GWR Spring Conference</b></p> <p>Conference call materials will also available for download on the <b>GWR Spring Conference website</b> at <a href="http://www.gwrspringconference.org">www.gwrspringconference.org</a></p>	<p>Read and discuss the official call to conference and encourage member attendance. Send in conference registration fees by the established deadline.</p>
<input type="checkbox"/>	<b>Submit Soroptimist Club Grant Proposal</b>	<p>See February for program information.</p>	<p>Send Application to SIA <b>BEFORE March 15</b></p>
<input type="checkbox"/>	<b>Host Live Your Dream Event on March 8, International Women's Day</b>	<p>Plan a program to honor club Live Your Dream and New Girl Award recipients.</p>	<p>Don't forget to publicize your program!</p>
<input type="checkbox"/>	<b>Submit Club Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	<p>Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a></p>	<p>Ensure treasurer completes forms for new member and member changes</p>
<input type="checkbox"/>	<b>Submit Program Focus Reports</b>	<p>Submitting Program Focus Reports is an ongoing activity! Refer to July for details.</p>	<p>Due online by <b>April 15</b></p>

**Golden West Region Soroptimist International of the Americas  
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**A P R I L**

<input type="checkbox"/>	<b>Program Focus Reports</b>	If your club has been preparing reports as projects are completed, you will already have met this deadline! Instructions for completing and submitting Program Focus Reports are available on the <b>Golden West Region website</b> <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Reports submitted online by <b>April 15</b> will be considered for GWR Program Awards at Spring Conference
<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>Club budget</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>Submit Club Membership Forms to SIA and GWR (5008 &amp; 5010)</b>	Accepting new members is an ongoing activity! Complete and submit Membership forms to <b>SIA and GWR</b> Download forms from <a href="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>	Ensure treasurer completes forms for new member and member changes
<input type="checkbox"/>	<b>Dream It Be It Program for Girls</b>	Using the resources released by SIA in January 2015, conduct your club's project, evaluate the outcomes and start planning for next year	

## Golden West Region Soroptimist International of the Americas CLUB OFFICER 2016-2017 ACTIVITY CHECKLIST

### M A Y

<input type="checkbox"/>	<b>SIA-Founders Pennies - \$5.76 per member</b>	Most clubs make this contribution along with their dues. Some clubs wait and make this contribution to SIA in May. Direct Link: <a href="#">Founders Pennies</a>	Make your contribution <b><u>BEFORE</u> May 31</b>
<input type="checkbox"/>	<b>Receive GWR Club Information Update Form for 2017-2018</b>	Submit club President and club Treasurer contact information form sent to you by the GWR Secretary in May.  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>	Complete and return to GWR Secretary <b><u>BEFORE</u> June 1</b>
<input type="checkbox"/>	<b>Prepared club budget</b>	Same budgets can be found on the SIA website	Include funds for member attendance at Soroptimist events
<input type="checkbox"/>	<b>Receive GWR Dues Invoice for 2017-2018</b>	All clubs will receive the annual GWR dues invoice from the GWR Secretary 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>Receive SIA Dues Invoice for 2016-2017</b>	All clubs will receive the annual SIA dues invoice by mail from SIA Headquarters between May 1-15	Pay <b><u>BEFORE</u> July 1</b>
<input type="checkbox"/>	<b>Receive SIA Form 200 – Report of New Club Officers for 2016-2017</b>	All clubs will receive <i>Form 200</i> from SIA to submit new club officers between May 1-15.  <i>Form 200</i> can be downloaded from <a href="http://www.soroptimist.org">www.soroptimist.org</a> :	Submit completed form to SIA <b><u>BEFORE</u> July 1</b>
<input type="checkbox"/>	<b>Make Club Contribution to SIA Programs</b>	Support the SIA mission by contributing to programs that help women in all countries of our federation  Forms are available from the <a href="http://www.soroptimist.org">www.soroptimist.org</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>Dream It Be It Program for Girls</b>	SIA will release details of Dream It Be it financial awards for girls (The first year for the financial award will be 2015-2016)	

## Golden West Region Soroptimist International of the Americas CLUB OFFICER 2016-2017 ACTIVITY CHECKLIST

### JUNE

<input type="checkbox"/>	<b>Attend GWR Spring Conference</b>	Attend the <b>GWR Spring Conference!</b>	Come, learn, celebrate and enjoy!
<input type="checkbox"/>	<b>Pay GWR Annual Dues</b>	You received the GWR invoice in May—now is the time to pay! Refer to July for details.	Submit <b>BEFORE July 1</b>
<input type="checkbox"/>	<b>Pay SIA Dues Annual Dues and submit updated club roster</b>	You received the SIA invoice in May—now is the time to pay! You also received a club roster from SIA to update and return. Refer to July for details.	Make dues payment and updated club roster are sent to SIA <b>BEFORE July 1</b>  Send copy of SIA dues invoice and updated club roster with region dues to GWR Treasurer <b>BEFORE July 1</b>
<input type="checkbox"/>	<b>Installation of new club officers</b>	Plan a special celebration to assure that your new club officers get off to a great start  <b>Direct Link:</b> <a href="#">Installation of Club Officers</a>	Use this link as a guide for planning your own fun, inspirational installation! Report new officers to SIA and GWR by July 1 <sup>st</sup>
<input type="checkbox"/>	<b>Facilitate transition of new club officers and committee chairs</b>	Share all the presidential secrets you have learned this year with your successor!	Provide transition materials and other critical info to new officers and committee chairs
<input type="checkbox"/>	<b>Evaluate club projects</b>	Take the time to evaluate club activities for effectiveness and to ensure that all projects and programs are consistent with SIA's mission and goals.  Evaluation forms are available for download from <a href="http://www.soroptimist.org">www.soroptimist.org</a> :  Also take the time to survey your club members for improvements to your club.	Celebrate the beginning of a successful Soroptimist year!
<input type="checkbox"/>	<b>Submit Soroptimist Celebrating Success</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="http://www.goldenwestregion.org/">http://www.goldenwestregion.org/</a>  Submit projects or practices started or completed during the 2014-2015 calendar year	Send to SCS Chair DONA Linda Nixon <b>September 30, 2016</b>