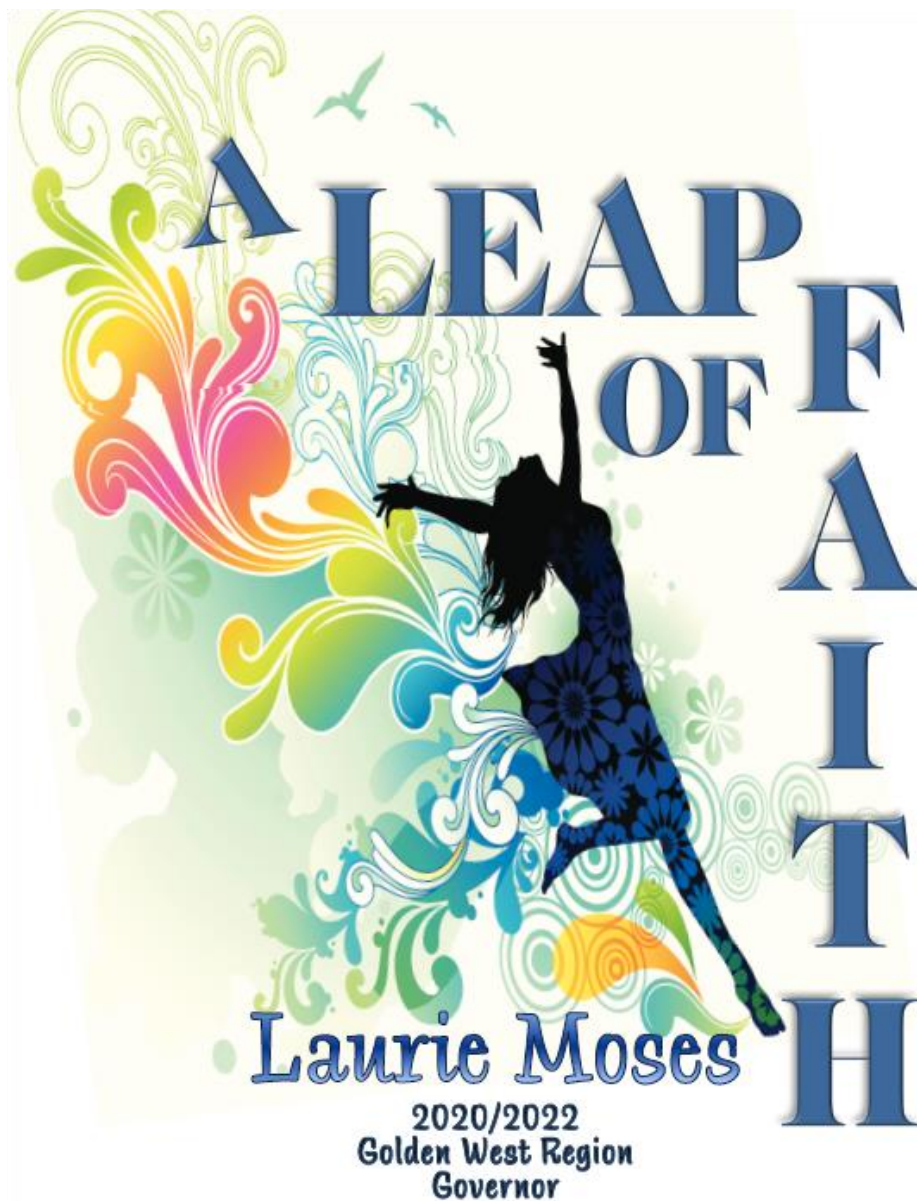




SOROPTIMIST®
Investing in Dreams

Soroptimist International of the America's, Inc.
Golden West Region
Club Officer's 2020/2021
Activity Checklist



Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

JULY

<input type="checkbox"/>	Submit SIA Form 200: Report of New Club Officers Submit GWR form of New Club Officers	Complete and submit Report of New Club Officers online to SIA New Officers 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. Due by July 1
<input type="checkbox"/>	Submit Club Membership Information and Club dues to SIA and GWR Submit Club Dues	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues Pay GWR dues GWR Dues Worksheet & Invoice	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"/>	Attend Leadership Training Retreat	Make plans for members to attend the GWR Leadership Training Retreat.	
<input type="checkbox"/>	Audit club books	Review club bylaws for audit process and timeline. Details are available in the Treasurer's Manual and on the SIA website. Download SIA suggested Club Audit Procedures	SIA recommends audit completion no later than August 31 ; present audit report to club; file in club permanent records
<input type="checkbox"/>	Review officer duties and assign new committee chairs and committee members	Download SIA suggestions for Club Administration and Sample Club Bylaws	Distribute committee assignments to chairs
<input type="checkbox"/>	Sign new bank account signature cards & reassign PO box key	Your bank will usually need a copy of club business minutes listing the names of new officers	Have new president, treasurer & secretary sign bank account signature cards
<input type="checkbox"/>	Review LYD requirements, utilize promotion tools available and recruit applicants	Download information about Live Your Dream Awards at LYD tools & applications	LYD Awards Deadlines and Checklist
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information about Dream It, Be It program resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Submit Soroptimist Celebrating Success Award application	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 Soroptimist Celebrating Success Submit projects or practices started or completed during the 2019-2020 Soroptimist year	Send to SCS Chair by September 30

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

<input type="checkbox"/>	Establish potential dates for the District Director's official visit to the club	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.
--------------------------	---	---	---

AUGUST

<input type="checkbox"/>	Download planning calendars from SIA Website	In addition to this Club Officer Activity Checklist, the following documents are available from SIA website Club Administration •2020-2021 Club Calendar of Events •Club President Planning Calendar •2020-2021 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"/>	Establish potential dates for the District Director's official visit to the club	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"/>	SIA Club Grant Requests & impact reports due from clubs receiving Grant Funds	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 Club Grant General Information	Impact reports are due to SIA in August . Grant requests for the current year must be received at SIA by March 1
<input type="checkbox"/>	Send news release of new club officers to local media	A variety of resources related to publicity and public awareness are available for download from SIA website Recognition and Branding Tools	Send to local newspaper(s) & Chamber of Commerce
<input type="checkbox"/>	Hold a club planning retreat	The SIA website has many excellent resources available for download at www.soroptimist.org ▫ <i>Keeping the Balance For Clubs</i> ▫ <i>Club Assessment Tools</i> ▫ <i>Club Strategic Plan</i> ▫ <i>Club Roadmap for Success</i>	Assign a committee to help with the retreat
<input type="checkbox"/>	Attend Leadership Training Retreat	Make plans for members to attend the GWR Leadership Training Retreat.	
<input type="checkbox"/>	Late fees for unpaid dues	Clubs will receive late fees for unpaid dues	
<input type="checkbox"/>	Review LYD requirements, utilize promotion tools available and recruit applicants	Download information about Live Your Dream Awards LYD tools & applications	Follow LYD tools & Applications for requirements and deadlines.
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information about Dream It, Be It for Girls Dream It, Be It program resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Submit Soroptimist Celebrating Success Award application	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 Soroptimist Celebrating Success Submit projects or practices started or completed during the 2019-2020 Soroptimist year	Send to SCS Chair by September 30

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

S E P T E M B E R

<input type="checkbox"/>	Register for District Fall Meeting	The Call 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"/>	Review LYD requirements, utilize promotion tools available and recruit applicants	Download information about Live Your Dream Awards LYD tools & applications	LYD Awards Deadlines and Checklist
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information: Dream It, Be It program resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues 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"/>	Submit Soroptimist Celebrating Success Award application	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 Soroptimist Celebrating Success Submit projects or practices started or completed during the 2019-2020 Soroptimist year	Send to SCS Chair by September 30
<input type="checkbox"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	Start working on the Healthy Club Worksheet	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 Healthy Club Worksheet	Final online report due by February 1st.

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

O C T O B E R

<input type="checkbox"/>	Soroptimist Founders Day - October 3	Download Soroptimist 101 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"/>	United Nations Day - October 24th	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: http://www.soroptimistinternational.org/si-at-the-un	
<input type="checkbox"/>	Attend District Fall Meeting	Consult your district fall meeting call for meeting agenda and virtual ZOOM Meeting details: District 1 - October 16-17, 2020 District 2 - October 23-24, 2020 District 3 - October 2-3, 2020 District 4 - October 9-10, 2020	Have fun attending with your club members, learn a lot and don't forget to report back to your club!
<input type="checkbox"/>	Review LYD requirements, utilize promotion tools available and recruit applicants	Download information about Live Your Dream Awards LYD tools & applications	Follow LYD tools & application Deadlines and Checklist Application deadline for club level awards: November 15
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information about Dream It, Be It Resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Federal and State Tax Returns	Download Club Treasurer Guidelines from the SIA website at: SIA Club Administration/Club Officers Download the Club Treasurer's Manual from the GWR website at: GWR Treasurer's Manual	Your club treasurer should be working on tax returns, which are due to the IRS and your state by November 15
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues 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"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	Review the Healthy Club Worksheet	Review the Healthy Club Worksheet with your club BOD and Members. Check off as many criteria that you can. Healthy Club Worksheet	Final online report due by February 1st.

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

NOVEMBER

<input type="checkbox"/>	Federal and State Tax Returns IRS Form 990	Download Club Treasurer Guidelines from the SIA website at: SIA Club Administration/Club Officers Download the Club Treasurer's Manual from the GWR website at: GWR Treasurer's Manual	Check with your club treasurer—tax returns are due to the IRS and your state by November 15
<input type="checkbox"/>	Nomination Committee	Clubs will receive a request for nominations for candidates for the 2021-2023 GWR Nominating Committee from the current GWR Nominating Committee Coordinator by Nov 1,	Clubs will be responsible for submitting nominations by December 1
<input type="checkbox"/>	Live Your Dream applications due to club	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 LYD tools & applications	IMPORTANT DATES: Live Your Dream applications to Club- November 15
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information about Dream It Be It Resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues 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"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	Review the Healthy Club Worksheet	Review the Healthy Club Worksheet with your club BOD and Members. Check off as many criteria that you can Healthy Club Worksheet	Final online report due by February 1st.

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

D E C E M B E R

<input type="checkbox"/>	Soroptimist International President's Appeal— December 10	<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 United Nations website: UN Human Rights</p> <p>December 10 President's Appeal – donations will be made directly to SIA for The <i>Road to Equality</i> Appeal 2019-2021. Go to SIA website https://www.soroptimist.org/for-clubs-and-members/federation-information/soroptimist-international.html December 10th President's Appeal section 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"/>	Live Your Dream Award applications due to region district representative	<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 LYD tools & applications</p>	<p>Live Your Dream Winner to GWR District Committee Rep.— February 1</p>
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	<p>Download information about Dream It, Be It: Career Support for Girls</p>	<p>Report due to Dream It Be It Region Coordinator by April 15</p>
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	<p>Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues</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 & 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"/>	Plan Soroptimist Summit: Access to Education event in your own community	<p>Soroptimist Summit planning resources are available on GWR website</p>	
<input type="checkbox"/>	Review the Healthy Club Worksheet	<p>Review the Healthy Club Worksheet with your club BOD and Members. Check off as many criteria that you can. Healthy Club Worksheet</p>	<p>Final online report due by February 1st.</p>

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

J A N U A R Y

<input type="checkbox"/>	Mid-Year Club Budget Review	Ask club finance/budget committee & treasurer to prepare and present a mid-year budget review	During the month of January
<input type="checkbox"/>	Submit club Live Your Dream Award winner to GWR District Live Your Dream Award Committee District Representative	Download Live Your Dream Award transmittal form available from SIA website	IMPORTANT DATES: Live Your Dream Winner to GWR District Committee Rep— February 1
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information about Dream It, Be It program resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues 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"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	Complete the ONLINE Healthy Clubs report	Using the Healthy Club worksheet, complete this online report. As needed, ask for assistance from your District Director. Golden West Region Website-Surveys	Final online report due by February 1st.

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

F E B R U A R Y

<input type="checkbox"/>	Submit club Live Your Dream winner to GWR District Live Your Dream Committee Rep.	Use Live Your Dream transmittal form available from the SIA website	Live Your Dream Winner to GWR District Committee Rep.— February 1
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information about Dream It, Be It program resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Form club nominating committee	Review club bylaws for nominating committee formation procedures	
<input type="checkbox"/>	Prepare Soroptimist Club Grant for Women and Girls	Consider applying and 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 SIA website at: Club Grant Procedures **Note: The Soroptimist Club Grant application period is closed. SIA is currently editing the Soroptimist Club Grant application for 2021 and will post the updated application when it is ready.	Take advantage of this opportunity! Form a committee to prepare your club grant application. Applications were due March 15 ** (See side note)
<input type="checkbox"/>	Plan for Soroptimist Saturday of Service—First Saturday in March	Submit a Soroptimist Celebrating Success form for Saturday of Service projects, refer to July for details.	Join Soroptimists around the world by participating in a service project on Saturday, March 3
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues 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"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	Complete the ONLINE Healthy Clubs report	Using the Healthy Club worksheet, complete this online report. As needed, ask for assistance from your District Director. Golden West Region Website-Surveys	Final online report due by February 1st.

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

M A R C H

<input type="checkbox"/>	Participate in the Soroptimist Saturday of Service	Join Soroptimists around the world by participating in a service project! Don't forget to report on your project:	Saturday, March 3
<input type="checkbox"/>	Host Live Your Dream Award event on March 8, International Women's Day	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"/>	Receive Call to GWR Spring Conference	All clubs will receive the spring conference call 60 days prior to the date of the spring conference— GWR Spring Conference Conference call materials will also be available for download on the Meetings/Conference menu tab of the GWR West Region website at http://www.goldenwestregion.org/	Read and discuss the official call to conference and encourage member attendance. Send in conference registration fees by the established deadline.
<input type="checkbox"/>	Submit Soroptimist Club Grant Proposal	See February for program information. **The Soroptimist Club Grant application period is closed. SIA is currently editing the Soroptimist Club Grant application for 2021 and will post the updated application when it is ready.	Send Application to SIA BEFORE March 15** See side note for update
<input type="checkbox"/>	Plan Dream It, Be It: Career Support for Girls event	Download information: Dream It, Be It program resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues 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"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

A P R I L

<input type="checkbox"/>	Register for Spring Conference	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"/>	Elect club officers, board members, delegates & alternates	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"/>	Order Past President's Pin	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 the Soroptimist Store	Order pin from SIA
<input type="checkbox"/>	Create Club budget proposal	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"/>	Plan Dream It, Be It: Career Support for Girls event	Download information about Dream It, Be It program resources	Report due to Dream It Be It Region Coordinator by April 15
<input type="checkbox"/>	Add New Members: Submit Club Membership Information and Club dues to SIA and GWR	Complete SIA and submit online Membership report & pay online dues. Guide to Online Roster Management and Paying Dues 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"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

M A Y

<input type="checkbox"/>	SIA-Founders Pennies - \$6.00 per member	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 <u>BEFORE</u> May 31
<input type="checkbox"/>	Make Club Contribution to SIA Programs	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 Club Giving	Club contributions must be <u>RECEIVED</u> by SIA by May 31 to be recognized for Club Giving in the current club year
<input type="checkbox"/>	Receive GWR Club Information Update for 2021-2022	Submit club President and club Treasurer contact information sent to you by the GWR Secretary in May.	Complete and return to GWR Secretary <u>BEFORE</u> June 1
<input type="checkbox"/>	Receive GWR Dues Invoice for 2021-2022	All clubs will receive the annual GWR dues invoice from the GWR Treasurer by May 1. Forms will also be available for download on Golden West Region website Region Resources/Region Documents page	Pay <u>BEFORE</u> July 1
<input type="checkbox"/>	Submit SIA Form 200: Report of New Club Officers Submit GWR form of New Club Officers	Complete and submit Report of New Club Officers online to SIA New Officers 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 <u>BEFORE</u> July 1
<input type="checkbox"/>	Prepare and approve club budget	Sample budgets can be found on the SIA website	Include funds for member attendance at Soroptimist events
<input type="checkbox"/>	Attend GWR Spring Conference	Attend the GWR Spring Conference	Come, learn, celebrate, and enjoy!

Golden West Region CLUB OFFICER'S 2020/2021 ACTIVITY CHECKLIST

J U N E

<input type="checkbox"/>	Plan Soroptimist Summit: Access to Education event in your own community	Soroptimist Summit planning resources are available on GWR website	
<input type="checkbox"/>	Receive GWR Club Information Update for 2021-2022	Submit club President and club Treasurer contact information sent to you by the GWR Secretary in May.	Complete and return to GWR Secretary BEFORE June 1
<input type="checkbox"/>	Pay GWR Dues for 2021-2022	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 Golden West Region website Region Resources/Region Documents page	Pay BEFORE July 1
<input type="checkbox"/>	Submit SIA Form 200: Report of New Club Officers Submit GWR form of New Club Officers	Complete and submit Report of New Club Officers online to SIA New Officers 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 BEFORE July 1
<input type="checkbox"/>	Prepare and approve club budget	Sample budgets can be found on the SIA website under the Finance section of Club Administration	Include funds for member attendance at Soroptimist events
<input type="checkbox"/>	Celebrate your outgoing club board and committee members	Plan celebrations and thank you arrangements for outgoing club board and committee members	Outgoing board and committee members remain in office through June 30
<input type="checkbox"/>	Celebrate and install your 2021-2022 club board and committee members	Plan celebration and installation for incoming club board and committee members	New board and committee members take office July 1
<input type="checkbox"/>	Register the club's new officers for the Leadership Training Retreat	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 June 20
<input type="checkbox"/>	Start submitting Soroptimist Celebrating Success Award applications	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 Soroptimist Celebrating Success Submit projects or practices started or completed during the 2020-2021 Soroptimist year	Send to SCS Chair by September 30