

Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

## SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Club Treasurer Calendar

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| --- | --- | --- | --- |
| **Due date** | **Item and form used** | **Send form and/or payment to** | **Copy to** |
| July 1 | Members’ annual dues and roster | SIA headquarters | Region treasurer |
| July 1 | Founders Pennies\* (send with dues or at a later date) | SIA headquarters |  |
| July 1 | Form 200 (club president and treasurer information) | SIA headquarters | Region treasurer |
| On due date | Region and/or district dues | Region and/or district treasurer |  |
| November 15  (if fiscal year is  July 1-June 30) | IRS Form 990 (U.S. Clubs) | Appropriate IRS service center |  |
| By March 15  (even years only; billed in January) | Convention fee | SIA headquarters |  |
| April/May | Attend meeting of club finance committee, as ex-officio member, to prepare the budget for the upcoming fiscal year |  |  |
| May 31 | Club Giving Contribution\* | SIA headquarters |  |
| Within 30 days | Form 5008 for new and reinstated members, and Form 5010 for any other membership changes | SIA headquarters | Region treasurer |
| Any time | Laurel Society membership\* | SIA headquarters |  |
| Any time | Individual or other club contributions\* | SIA headquarters |  |
| Any time | Other contributions (i.e. memorial gifts, SI President’s Appeal)\* | SIA headquarters |  |

\*Use the links on the [Fundraise/Donate](https://www.soroptimist.org/for-clubs-and-members/donate/index.html) area of [www.soroptimist.org](http://www.soroptimist.org/), to make contributions or payments via check, bank wire transfer or credit card.