

## CLARIFICATION ABOUT DUES AND DUES FORMS

### DUES

There have been questions as to why CFWC & GFWC dues are not paid during the months of January through April. CFWC Bylaws, Article IX (Annual Dues) Section 9.3(C) states:

*CFWC District Treasurers shall forward GFWC and CFWC new and late paying dues to the CFWC Financial Secretary by the 15th of each month from May through December.*

During January through April, the CFWC Financial Team is finalizing record-keeping and closing the books. Each Financial Team member has duties to complete, which includes preparing for the upcoming year.

Although CFWC does not accept payment of CFWC/GFWC dues for new or late-paying members during this time-period, this does not mean that the Clubs and Districts cannot accept the dues. They can. They just need to hold them until they can be paid beginning May 1.

### DUES FORMS

There are updated forms on the cfwc.org website under "Forms.". Please use these instead of any forms you may have used prior to January 1, 2023. **NOTE:** if I receive "old" forms, I will return everything back to the District Treasurer to use the proper, current form.

Each form can be printed from the website and filled in by hand OR you have the option of online-fillable, which makes it easier. Please download and save the fillable form to your computer. Once it is filled in, remember to SAVE it again. You can then print and mail it with your district check.

If you opt to use the non-fillable form, please print clearly. If I cannot read it, I will send it back. **Do not reduce the form font size.** I have included the direct links below for the three required CFWC forms.

### DISTRICT DUES REMITTANCE FORM

**This is a CFWC required form.** Please follow the directions on the form. We have added a couple of things to the form and removed unnecessary columns. Please circle the Area your district is in. Please use the club's *legal* name (it is okay to use "WC" for woman's/women's club). Be sure to fill in the district treasurer information so I can contact the appropriate person if there is a problem or question. Please note the box in the bottom right corner – this is for CFWC bookkeeping purposes. The most important addition are the red words that state: **DO NOT STAPLE CHECK(s) TO FORM.**

LINK TO FILLABLE DUES REMITTANCE FORM:

<https://www.cfwc.org/wp-content/uploads/22-District-DuesRemittance.Fillable.pdf>

### CLUB INFORMATION FORM (Data Blank)

**This is a CFWC required form.** This form is used to indicate a change in club officers for the upcoming year. It should be filled out by the outgoing club president and signed by the incoming and outgoing presidents. If your officers remain the same, you still need to fill out this form and forward it. Club presidents send this form to your district financial officer by the date set by your district, along with a copy of the club roster and a check payable to the district.

Once your district has received Club Information Forms from all clubs in the district, the district will complete the Dues Remittance Form 2022-2024 and attach ONE copy of the Club Information Form for each Club and remit **ONE** check from the District for the total amount of dues. These items are then mailed to the CFWC Financial Secretary.

LINK TO FILLABLE CLUB INFORMATION FORM:

<https://www.cfwc.org/wp-content/uploads/2022-24-Club-Info-form.Fillable.pdf>

### **AFFILIATE CLUB INFORMATION FORM (Data Blank)**

**This is a CFWC required form for Affiliate Clubs.** The directions are the same as for the Club Information Form explained above.

LINK TO FILLABLE AFFILIATE CLUB INFORMATION FORM:

<https://www.cfwc.org/wp-content/uploads/22-Affiliate-Club-DB.Fillable.pdf>

All three of the above forms are **due to CFWC by May 15<sup>th</sup>**. This does not mean that your district writes the check on May 15 and puts it in the mail. It means that it must be RECEIVED on or by May 15. We all know how the mail works -- that is why there is some leeway. However, if dues are not paid (received by CFWC) before July 31, your Club/District will not appear in the CFWC yearbook. **July 31 is a "hard" date.**

In the past, districts were required to send 5 copies of these forms to the CFWC Financial Secretary. This is no longer necessary. One copy is sufficient. When received by CFWC, the form(s) are scanned and forwarded to the necessary people. This saves on paper and extra postage.

### **REMITTANCE FORM FOR NEW AND/OR LATE PAYING MEMBERS (for DISTRICT use only)**

**This is not a CFWC required form.** There has been much confusion about this form. Simply put, it is no longer required at the State level. However, because many clubs and districts found the form helpful, the form is available on the cfwc.org website (FORMS) for those clubs and districts that wish to use it. Many districts have developed their own form, which is perfectly acceptable. Do **NOT** submit this form to CFWC.

When clubs have new or late-paying members, they should forward the appropriate information to their district (as instructed on whichever new/late-paying form their district may require) along with a dues check. The district then uses the information to complete the Club Information Form (Data Blank) and the Dues Remittance Form, which is then mailed to the CFWC Financial Secretary along with a district check. CFWC does not need to know if a member is new or late paying – that information is more useful at the district level.

Should you have additional questions, please contact me.

Deborah Bushnell  
CFWC Financial Secretary 2022-2024