

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.

The CFWC Financial Team finalizes record-keeping from January through April and closes the books. Each Financial Team member has duties to complete, including 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 need to hold them until they can be paid beginning May 1st.

NOTE: *CFWC (state) will **not** accept dues remittances before May 1st.*

DUES FORMS

The cfwc.org website has updated forms under "Forms." Please use these instead of any forms you may have used prior to January 1, 2025. **NOTE:** If we receive "old" forms, we will return everything to the District Treasurer to use the proper, current form.

Each form can be downloaded from the website. Save the fillable form to your computer. Then, complete the form and save a copy to your computer. Please do not **HANDWRITE** the form. If you cannot complete the form on the computer yourself, please ask someone for assistance to help you at your club or district level. Once it is filled in, remember to save it again. You can then print and mail it to your district with your club check.

The *Club Information Form* must accompany each submission to your District.

Do not reduce the form or font size. Direct links for the three required CFWC forms are included below.

DISTRICT DUES REMITTANCE FORM

This is a CFWC required form. Please follow the directions on the form. We added some things to the form and removed unnecessary columns. Please mark the Area your district is in. **Please use your club's legal name** (it is okay to use "WC" for woman's/women's club). Be sure to fill in the district treasurer's information so we can contact the appropriate person if there is a problem or question. Submit the Club Information Form with your Dues Remittance form each time. Please note the box in the bottom right corner – this is for CFWC bookkeeping purposes. The most important addition is 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/CFWC-Dues-Remittance-form-2025-fillable.pdf>

CLUB INFORMATION FORM (Dues Statement)

This is a CFWC required form. This form indicates a change in club officers for the upcoming year. It should be completed by the outgoing club president and signed by both the incoming and outgoing presidents. If your officers remain the same, you must still complete and forward this form. 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.

The Club Information Form is submitted with Club Dues to the District the FIRST time member dues are submitted. The District shall forward it to CFWC with the appropriate dues submission. All subsequent submission are submitted on the New & Late Paying Dues Form.

Once your district has received the Club Information Forms from all clubs in the district, the district will complete the Dues Remittance Form 2026-2028, attach ONE copy of the Club Information Form for each Club, and remit ONE check from the district for the total dues. These items are then mailed to the CFWC Financial Secretary.

LINK TO FILLABLE CLUB INFORMATION FORM:

<https://www.cfwc.org/wp-content/uploads/CLUB-Information-FORM-Rev-1-14-2025-fillable.pdf>

LINK TO NEW & LATE PAYING DUES FORM:

https://www.cfwc.org/wp-content/uploads/CLUB_NEW_LATE_PAYING_MEMBER_DUES_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/Affiliate-Club-Information-Form-2025-fillable.pdf>

Per the CFWC By-Laws, both of the above forms are **due to CFWC by May 15th**. This does not mean 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, which 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.**

When received by CFWC, the form(s) are scanned and forwarded to the appropriate people, saving paper and extra postage.

The district submits the District Dues Remittance Form, which includes the club name, total members, dues paid, and a check, along with the matching Club Dues Information forms.

Should you have additional questions, please contact me.

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