

REQUIRED REPORTS

Chapter Financial Report Form

Each chapter is responsible for filing this form with our Section Tax Committee Chairman on or before July 1st. The report form typically changes each year so the form included with your manual is only a sample and not to be used. You will receive a current form each year at the Spring Section Meeting or in your Chairman's Packet which is mailed to those not in attendance.

This reporting is necessary to protect the 501(c)(3) status for each chapter individually under the "umbrella" of Southwest Section. Complete instructions are printed with the form and should be carefully followed. It will be impossible for your Treasurer to correctly complete the form if your chapter's books are not in balance. The report must correspond with your books in case of audit and two signatures are required.

Southwest Section Chapter Officer and Chair List

Once a year Southwest Section compiles a combined list of information from each chapter including officers and all committee chairmen in your chapter. This allows your members to contact corresponding chairmen in other chapters and makes it easy for you to identify current officers in other chapters. It becomes a very important database for Southwest Section.

The deadline is June 30th which closely corresponds with installation of new officers in most chapters. Your chapter may not have committee chairmen for each committee listed and that is no problem. Just list those you do have and add any additional committees at the bottom under "Other".

It is difficult to print a list with multiple co-chairmen, so you are requested to choose one "contact" chairperson in cases where committee chair duties are being shared. Current forms will be distributed at Spring Section Meeting by our Section Secretary and the most current is included in this section of your manual.

Please type or print very clearly. The completed form should be sent to our Southwest Section Secretary. Please note that a similar form is required by International. Both forms should be completed separately.

International Membership Directory Officer List

This report is used by International Headquarters to compile our *International Directory*. Your information is directly transcribed into International's files, so you are requested to complete it as clearly as possible, preferably typed. The form will be sent to you annually by International but a sample form is enclosed.

The deadline is July 1st and it goes to International Headquarters (OKC), *not* to the Section Secretary. Remember that International and SW Section maintain separate databases, so both chapter lists, respectively, should to be filed before the end of June.

Annual Non-Profit Statement

A sample form is not included because requirements and forms vary by state. Normally this is an annual filing. Your chapter's files should include past years' filings showing due dates and how to obtain information. Usually the responsible state agency (i.e. Secretary of State) mails forms annually. The purpose of this accounting is to maintain your corporate standing with your state and usually includes information about your officers. Your chapter may need to choose a member as "agent" to sign for the chapter.

In some states this report can be sent to and completed by the same member/agent year after year which may be to your chapter's advantage. Since filing of this form is critical to the tax status of your chapter, maintaining continuity reduces the possibility of overlooking it. There is usually a nominal filing fee.

Chapter Report

Very often a new chairman goes to her first Spring Section Meeting and is surprised to find, maybe as late as the business meeting, that she's expected to present a Chapter Report. Each outgoing chairman should remind her successor of this report. Usually the business meeting agenda allows one minute for each chairman to report the doings of her chapter over the last year.

Neither the oral or written reports have to be polished (though many are very inventive). This is your chance to "brag" about your chapter's programs, contributions, and flying achievements. Other formats have been explored including panels or reporting only by a few chosen chapters. But our members have indicated that, at the present, they prefer these short reports. If you're not a graduate of Toast mistresses, don't be concerned. Just remember that you're among friends!

**SOUTHWEST SECTION NINETY-NINES, INC.
CHAPTER OFFICER AND CHAIR LIST**

CHAPTER _____

CHAIRMAN _____ Home PH _____ Bus. PH _____

Address _____

VICE CHAIRMAN _____ Home PH _____ Bus. PH _____

Address _____

SECRETARY _____ Home PH _____ Bus. PH _____

Address _____

TREASURER _____ Home PH _____ Bus. PH _____

Address _____

AEROSPACE EDUCATION _____

AIRMARKING _____

A.E. SCHOLARSHIP _____

APT _____

AVIATION ACTIVITIES _____

BY-LAWS _____

FOREST OF FRIENDSHIP _____

FUTURE WOMEN PILOTS _____

LEGISLATIVE _____

MEMBERSHIP _____

CHAPTER NEWSLETTER EDITOR _____

NAME OF NEWSLETTER _____

99 NEWS REPORTER _____

NIFA _____

ORAL HISTORY _____

PUBLIC RELATIONS _____

SAFETY EDUCATION _____

SCRAPBOOK _____

TAX _____

VIDEOS _____

WPOY _____

OTHER _____

PLEASE RETURN TO: Southwest Section Secretary

PLEASE TYPE OR PRINT CLEARLY

CHAPTER REPORT FORM

You are not required to use this form when preparing your written Chapter Report. In fact, you are encouraged to get as creative as you like. This page is included to remind you of some areas you may want to cover in your oral and written Chapter Report which is due at Spring Section Meeting.

Flying Activities:

Education Programs:

Public Relations Programs:

Contributions:

Activities with Other Chapters:

Scholarships Awarded:

Airmarkings:

Membership:

Chapter Celebrations: