

General Federation of Women's Clubs of Massachusetts

MANUAL/DIRECTORY SHEET

The information being asking for is used to update our State Manual/Directory. Even if none of the information has changed, please fill out this form so that we may have complete and verified information for our state records. The Club President AND Club Treasurer signatures are required. 1.

2020

Due JUNE 15 - Please submit ASAP

Mail to: GFWCMA P.O. Box 679 Sudbury MA 01776
or email to: HQsecretary@gfwcma.org (preferred)

PLEASE PRINT or TYPE NEATLY

CLUB & MEETING

Club Name: _____

City/Town: _____

When: (example - 7:30pm third Tuesday) _____

Where: (example - St Joe's Church) _____

Annual Meeting Month: _____

DUES

Annual per capita Club DUES amount \$ _____

How many DUES paying members between January 1 - December 31, 2019 _____ members

TREASURER'S SIGNATURE required for verification: _____

The figure you provide above is used by the GFWC MA State Treasurer to compute your club's dues for the next year.

CLUB OFFICERS All correspondence from GFWC, GFWC MA & GFWC MA JRS is sent to the email address/street address of the Club President and Vice President unless otherwise specified.

President: _____ phone: _____

Address: _____ zip _____ email: _____

Vice President: _____ phone: _____

Address: _____ zip _____ email: _____

Secretary: _____ phone: _____

Address: _____ zip _____ email: _____

Treasurer: _____ phone: _____

Address: _____ zip _____ email: _____

1. In order to be a club in good standing dues must be current, and a completed copy of this Manual/Directory sheet must be on file with GFWC Massachusetts along with a copy of your most recent receipt for your 990-E2 filing. This will ensure that should questions arise about your 501(c)3 status or your EIN number that information is available at GFWC Massachusetts Headquarters.

PRESIDENT'S SIGNATURE required: _____