**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.

**Due JUNE 15 - Please submit ASAP**

**2022**

Mail to: GFWCMA P.O. Box 679 Sudbury MA 01776

or email to: HQsecretary@gfwcma.org (preferred)

**CLUB & MEETING**

Club Name: Click or tap here to enter text.

City/Town: Click or tap here to enter text.

When: (**example** - 7:30pm third Tuesday)Click or tap here to enter text.

Where: (**example** - St Joe's Church) Click or tap here to enter text.

Annual Meeting Month: Click or tap here to enter text.

**DUES**

Annual per capita Club DUES amount $Click or tap here to enter text.

How many DUES paying members between January 1 - December 31, 2021Click or tap here to enter text.members

**TREASURER'S SIGNATURE required for verification**: Click or tap here to enter text.

*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**: Click or tap here to enter text. phone: Click or tap here to enter text.

Address: Click or tap here to enter text. zip Click or tap here to enter text. **email:** Click or tap here to enter text.

**Vice President**: Click or tap here to enter text. phone: Click or tap here to enter text.

Address: Click or tap here to enter text. zip Click or tap here to enter text. **email:** Click or tap here to enter text.

**Secretary:** Click or tap here to enter text. phone: Click or tap here to enter text.

Address: Click or tap here to enter text. zip Click or tap here to enter text. **email:** Click or tap here to enter text.

**Treasurer**: Click or tap here to enter text. phone: Click or tap here to enter text.

Address: Click or tap here to enter text. zip Click or tap here to enter text. **email:** Click or tap here to enter text.

**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**: Click or tap here to enter text.