

REPORTS SCHEDULE

Every club in the organization is required to handle a certain amount of paperwork. However, in the past few years, Sertoma has dramatically cut back on forms.

It is the secretary's responsibility to complete the reports, but it is important that the president and secretary work together in ensuring that all of the pertinent data has been secured and is provided as requested. Although the secretary completes the forms, the president is responsible for making sure that they are filed in a timely fashion.

The official forms are located in the **Resources** section of the Member Center on the Sertoma website: www.sertoma.org.

<u>Form</u>	<u>Due Date</u>	<u>Send To</u>
Form 115: Membership Information	When change occurs Must be received by noon the last business day of the quarter to reflect on Dues Invoice.	Sertoma Headquarters
*Form 116: Annual Activities Report	November 15	Sertoma Headquarters
*Form 130: Club Officer Reporting Form	May 15 – or any time club information changes	Sertoma Headquarters
Form 280: Club President's Goal Sheet		Regional Director

**Required annually for club to maintain In Good Standing status*



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