

# Arizona Federation of Republican Women

## Membership Quarterly Report Dates

### 2018 - 2019 Term



The Arizona Federation of Republican Women (AzFRW) Membership Quarterly Report due dates *flex* slightly every year based on the dates established by the National Federation of Republican Women (NFRW) and AzFRW for the conventions held in the fall of odd years.

While incoming club and state officers assume their duties on January 1st, they are actually coming on board in the middle of a quarterly membership reporting cycle. It is important to note that our reporting quarters are not traditional business quarters; they are membership reporting dates.

As mentioned above, for convention years these due dates *flex* to comply with the scheduled biennial convention dates and bylaws requirements. Membership totals must close by a certain date to allow membership totals to be finalized. These finalized membership totals determine the number of eligible convention voting delegates and play a significant role in the award process for both the NFRW and AzFRW conventions.

### ***First Quarter Report dates run from October 16 to January 15***

Members who join or renew after Oct 15th will be reported on the **First Quarter (Q1) Report** due on January 15th. If your club had a great fall membership event or a fabulous Christmas party with lots of new or renewing members, they will all be shown on the Q1 report due January 15th. Your club's First Quarter (Q1) Report is due to the AzFRW Treasurer **ON or BEFORE January 15th**.

AzFRW Treasurer Cindy Casaus will send out reminders with the required reporting forms to all club treasurers. Once completed, all membership reports and dues payments should be sent to Treasurer Cindy who verifies and submits all AzFRW club membership information to the NFRW.

### **2018 - 2019 Report Due Dates**

Quarter	Membership Reporting Cycle	Due to AzFRW
<b>1st Quarter 2018</b>	<b>October 16, 2017 to January 15, 2018</b>	<b>January 15, 2018</b>
<b>2nd Quarter 2018</b>	<b>January 16, 2018 to April 15, 2018</b>	<b>April 15, 2018</b>
<b>3rd Quarter 2018</b>	<b>April 16, 2018 to July 15, 2018</b>	<b>July 15, 2018</b>
<b>4th Quarter 2018</b>	<b>July 16, 2018 to October 15, 2018</b>	<b>October 15, 2018</b>
<b>1st Quarter 2019</b>	<b>October 16, 2018 to January 15, 2019</b>	<b>January 15, 2019</b>
<b>2nd Quarter 2019</b>	<b>January 16, 2019 to April 15, 2019</b>	<b>April 15, 2019</b>
<b>NFRW Conv. Report 2019</b>	<b>April 16, 2019 to June 15, 2019</b>	<b>June 15, 2019</b>
<b>3rd Quarter 2019</b>	<b>June 16, 2019 to July 15, 2019</b>	<b>July 15, 2019</b>
<b>4th Quarter 2019</b>	<b>July 16, 2019 to October 15, 2019</b>	<b>October 15, 2019</b>

Note that the fourth quarter (Q4) report for both years will be due on October 15th; this report is the final year-end report. As noted above, members who join on October 16th or later will be reported on your club's new year First Quarter Report as they are paying for the new year. For example, if a member joins in September 2018, she will be reported on the final fourth quarter (Q4) report due on October 15th, 2018. Please note that she will owe dues again after October 16th, 2018 for the 2019 membership year. She may want to wait and join after October 15th and be paid through the end of 2019. *Market this to your advantage in the late fall with a membership event after October 15th!*

Please remember to have membership applications available at all club meeting and events so you are ready to process new members. Always verify contact info for renewing members and report any updates to AzFRW. There are numerous databases and areas that need to be updated and we want to ensure that our members information is as accurate as possible!

If you are in need of additional information or have any questions, please contact Treasurer Cindy Casaus at [treasurer@azfrw.com](mailto:treasurer@azfrw.com) or 602-300-4185.