## 2023 Regional Society Rechartering Memo

As a regional officer, you have played an important role in the leadership of SGNA. 2022 continued to be an exceptionally difficult year, and we thank you for the time and energy you have spent continuing to build and improve this Society throughout the challenges you’ve faced. One of your final duties for 2022 is to submit the rechartering materials on behalf of your region. Each Regional Society needs to complete and submit the following forms by Friday, December 30, 2022.

1. [Regional Society Officer Form](https://www.surveymonkey.com/r/933L9YZ): Please fill out this form as completely as possible. This information is used to update officer assignments in SGNA’s database as well as our contact lists, so please ensure the information is reflective of your 2023 regional officers. If you have any changes or additions to make to your officer list after submitting the form please call 312.321.5165 or email [info@sgna.org](mailto:info@sgna.org) to update when available.
2. [Educational Contact Hours](https://www.surveymonkey.com/r/9CH72NS): All regions are required to provide 6 educational contact hours to your regional members in 2022. If your region was unable to offer enough contact hours in 2022 please reach out to SGNA at [info@sgna.org](mailto:info@sgna.org). Whether your region offered 6 contact hours or not, please complete this form.
3. [Regional Calendar of Events Form](https://www.surveymonkey.com/r/9FNJ2BP): Submit details for your 2023 regional events you’d like posted on the [SGNA Calendar of Events](https://www.sgna.org/Attend/Calendar-of-Events). The more information we have from you, the more complete and helpful the calendar will be to our members.

Please make note of the following deadlines:

**December 30, 2022:** *To be completed by 2022 Regional President*

* Regional Society Officer Form
* Educational Contact Hour Form
* Regional Calendar of Events

**February 3, 2023:** *To be completed by 2022 Regional Treasurer*

* Annual Income and Expense Report - *this must be submitted by the strict deadline to ensure proper tax filing with the IRS. SGNA National risks the loss of its Non-Profit status if all regions do not comply with this deadline.*
* Sponsorship Data Sheet (if applicable)

**March 2023:** *To be completed by SGNA Headquarters*

* In an effort to streamline the insurance payment process, your $85 Regional Liability Insurance payment will be deducted from each region’s 2023 first quarter regional dues payment. The Regional Treasurer will receive a receipt of payment to have for their records by May 2023.

All forms are available on the [Regional Officers Resource page](https://www.sgna.org/Connect/Regions/Regional-Officers) under the *Rechartering Resources section*. If you have any questions, please contact SGNA Headquarters at 312.321.5165 or [info@sgna.org](mailto:info@sgna.org).

Thank you in advance for completing the SGNA 2023 regional rechartering requirements!