



2017-2018

Federation Forms Chart

FORM	POSTMARK DEADLINE	FEDERATION OFFICER RESPONSIBLE	SUGGESTED LOCAL CLUB OFFICER RESPONSIBLE	PURPOSE
990 to IRS	October 15 EVERY YEAR	PRESIDENT -ELECT	TREASURER	<ul style="list-style-type: none"> ALL clubs required to fill out Send confirmation of filing to President-Elect *May file for extension, have 3 months, Form 8868 Contact Federation Pres. Elect for more info
FORM A Nomination for Federation Officer	February 1, 2018	PRESIDENT and CORRESPONDING SECRETARY	Any local club member interested in a Federation Office must be recommended by a letter from local club President or Former President	<ul style="list-style-type: none"> Nomination for Federation Officer ONLY submitted if your club is nominating a member for a Federation Officer & has paid club dues by February 1 Must be accompanied by a recommendation letter from the local club president and be signed by the local club president FORM A is returned to the Corresponding Secretary whose address is on FORM A
FORM B Dues & Archive Fees	February 1, 2018	TREASURER	TREASURER	<ul style="list-style-type: none"> Payment of Dues & Archive Fees to the Federation FORM B is returned to the Treasurer A copy of FORM B is also to be mailed to the President-Elect with the FORM T
FORM T IRS Group Exemption	February 1, 2018	PRESIDENT-ELECT	PRESIDENT	<ul style="list-style-type: none"> Local Club's required information for IRS Group Exemption Local Club must confirm its compliance with the IRS Form 990 annual filing requirement Include a copy of FORM B with this form FORM T is returned to the President-Elect
FORM F Boutique Table Reservations	February 10, 2018	5 TH VICE PRESIDENT BOUTIQUE	BOUTIQUE OFFICER OR CHAIRPERSON	<ul style="list-style-type: none"> ONLY submitted if your club plans to sell items, or hold a raffle you must return this form FORM F is returned to the 5th VP Boutique
FORM Y Checklist for Tax Compliance	May 15, 2018	TREASURER	TREASURER	<ul style="list-style-type: none"> Tax Compliance Verification Form Y is returned to the Treasurer
FORM C Local Club Elected Officers	May 15, 2018	7 TH VICE PRESIDENT DIRECTORY	OUTGOING and INCOMING PRESIDENT	<ul style="list-style-type: none"> Local Club Officers Elected to serve for 2018-2018 This information is used for the Federation Directory FORM C is returned to the 7th VP Directory
FORM D Annual Report	June 1, 2018	4 TH VICE PRESIDENT REPORTS	PRESIDENT	<ul style="list-style-type: none"> Local Club's annual report of club activities FORM D is returned to the 4th VP Reports
FORM E Donations to Student Organizations	June 1, 2018	4 TH VICE PRESIDENT REPORTS	OFFICER DESIGNATED BY LOCAL CLUB	<ul style="list-style-type: none"> Local Club report of donations to Texas A&M student organizations FORM E is returned to the 4th VP Reports
FORM G Scholarship Awards	June 1, 2018	4 TH VICE PRESIDENT REPORTS	OFFICER DESIGNATED BY LOCAL CLUB	<ul style="list-style-type: none"> Local Club report of academic scholarships awarded to Texas A&M students FORM G is returned to the 4th VP Reports