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| **FORM** | **POSTMARK****DEADLINE** | **FEDERATION OFFICER RESPONSIBLE** | **SUGGESTED LOCAL CLUB OFFICER RESPONSIBLE** | **PURPOSE** |
| **990 to IRS** | October 15EVERY YEAR | PRESIDENT -ELECT | TREASURER | * 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 | PRESIDENTandCORRESPONDING SECRETARY | Any local club member interested in a Federation Office must be recommended by a letter from local club President or Former President | * 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 | * 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 | * 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 | 5TH VICE PRESIDENTBOUTIQUE | BOUTIQUE OFFICER OR CHAIRPERSON | * **ONLY** submittedif 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 | * Tax Compliance Verification
* ***Form Y is returned to the Treasurer***
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| **FORM C****Local Club Elected Officers** | May 15, 2018 | 7TH VICE PRESIDENTDIRECTORY | OUTGOING and INCOMING PRESIDENT | * 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***
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| **FORM D****Annual Report** | June 1, 2018 | 4TH VICE PRESIDENT REPORTS |  PRESIDENT | * 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 | 4TH VICE PRESIDENTREPORTS | OFFICER DESIGNATED BY LOCAL CLUB | * Local Club report of donations to Texas A&M student organizations
* ***FORM E is returned to the 4th VP Reports***
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| **FORM G****Scholarship Awards** | June 1, 2018 | 4TH VICE PRESIDENT REPORTS | OFFICER DESIGNATED BYLOCAL CLUB | * Local Club report of academic scholarships awarded to Texas A&M students
* ***FORM G is returned to the 4th VP Reports***
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