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| **FORM** | **POSTMARK**  **DEADLINE** | **FEDERATION OFFICER RESPONSIBLE** | **SUGGESTED LOCAL CLUB OFFICER RESPONSIBLE** | **PURPOSE** |
| **990 to IRS** | October 15  EVERY 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 | 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 | * 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 PRESIDENT  BOUTIQUE | 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*** |
| **FORM C**  **Local Club Elected Officers** | May 15, 2018 | 7TH VICE PRESIDENT  DIRECTORY | 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*** |
| **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 PRESIDENT  REPORTS | 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*** |
| **FORM G**  **Scholarship Awards** | June 1, 2018 | 4TH VICE PRESIDENT  REPORTS | OFFICER DESIGNATED BY  LOCAL CLUB | * Local Club report of academic scholarships awarded to Texas A&M students * ***FORM G is returned to the 4th VP Reports*** |