



2018-2019

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, 2019	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, 2019	TREASURER	TREASURER	<ul style="list-style-type: none"> • Payment of Dues & Archive Fees to the Federation • FORM B is returned to the Treasurer
FORM T IRS Group Exemption	February 1, 2019	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 1, 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, 2019	TREASURER	TREASURER	<ul style="list-style-type: none"> • Tax Compliance Verification • Form Y is returned to the Treasurer



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<p>FORM C Local Club Elected Officers</p>	<p>May 15, 2019</p>	<p>7TH VICE PRESIDENT DIRECTORY</p>	<p>OUTGOING and INCOMING PRESIDENT</p>	<ul style="list-style-type: none"> Local Club Officers Elected to serve for 2019-2020 This information is used for the Federation Directory Form C is completed and submitted online FORM C is returned to the 7th VP Directory
<p>FORM D Annual Report</p>	<p>June 1, 2019</p>	<p>4TH VICE PRESIDENT REPORTS</p>	<p>PRESIDENT</p>	<ul style="list-style-type: none"> Local Club's annual report of club activities FORM D is returned to the 4th VP Reports
<p>FORM E Donations to Student Organizations</p>	<p>June 1, 2019</p>	<p>4TH VICE PRESIDENT REPORTS</p>	<p>OFFICER DESIGNATED BY LOCAL CLUB</p>	<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
<p>FORM G Scholarship Awards</p>	<p>June 1, 2019</p>	<p>4TH VICE PRESIDENT REPORTS</p>	<p>OFFICER DESIGNATED BY LOCAL CLUB</p>	<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