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Howdy Madame Presidents!

You'll find in this packet the 2019-2020 **Form Chart by Officer** document. This is a list of all the forms that each club submits to the Federation to stay in good standing. The form also shows the following:

- Due dates for each form
- The Federation Officer you'll submit it to
- The local club officer who submits it

Each form on the chart must be postmarked by the date indicated. Please contact the appropriate Federation officer with any questions. Contact information for each officer is on the form and located on our website – <https://aggiemoms.org/officers/>. These forms help us manage records for the local clubs, track scholarship and student organization donations, and allow us to remain compliant with our 501(c)3 tax designation. They also provide a way for you to register for various Federation events like Boutique or nominate a club member to serve as a Federation officer.

We're working on finalizing the forms for this year and they will be available later this Fall. We will discuss the forms at the January 2020 meeting, so it is important that you attend the meeting so you can understand the purpose, the deadlines, and to whom the form is returned. Please retain a copy of this letter in your President's files for future reference. It is also a good idea to save a copy of each form that your club submits for your permanent records before forms are mailed or emailed to the appropriate Federation officer.

Thank you for all you do for Aggie Moms, Aggies, and Texas A&M University! Have a fantastic academic year (2019-2020). Please don't hesitate to contact me or any of the Federation officers if you have any questions. We are here to serve you.

Best regards,

Cathleen