



## Federation Forms Chart

FORM	POSTMARK DEADLINE	FEDERATION OFFICER RESPONSIBLE	SUGGESTED LOCAL CLUB OFFICER RESPONSIBLE	PURPOSE
<b>990 to IRS</b>	October 15	PRESIDENT -ELECT	TREASURER	<ul style="list-style-type: none"> <li>• ALL clubs required to fill out</li> <li>• Send confirmation of filing to President-Elect</li> <li>• *May file for <b>extension</b>, have 3 months, <b>Form 8868</b></li> <li>• Contact Federation Pres. Elect for more info</li> </ul>
<b>FORM A</b> Nomination for Federation Officer	February 1	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"> <li>• Nomination for Federation Officer</li> <li>• <b>ONLY</b> submitted if your club is nominating a member for a Federation Officer &amp; has paid club dues by February 1</li> <li>• Must be accompanied by a recommendation letter from the local club president and be signed by the local club president</li> <li>• <b>FORM A is returned to the Corresponding Secretary whose address is on FORM A</b></li> </ul>
<b>FORM B</b> Dues & Archive Fees	February 1	TREASURER	TREASURER	<ul style="list-style-type: none"> <li>• Payment of Dues &amp; Archive Fees to the Federation</li> <li>• <b>FORM B is returned to the Treasurer</b></li> </ul>
<b>FORM T</b> IRS Group Exemption	February 1	PRESIDENT-ELECT	PRESIDENT	<ul style="list-style-type: none"> <li>• Local Club's required information for IRS Group Exemption</li> <li>• Local Club must confirm its compliance with the IRS Form 990 annual filing requirement</li> <li>• <b>FORM T is returned to the President-Elect</b></li> </ul>
<b>FORM F</b> Boutique Table Reservations	February 1	5 <sup>TH</sup> VICE PRESIDENT BOUTIQUE	BOUTIQUE OFFICER OR CHAIRPERSON	<ul style="list-style-type: none"> <li>• <b>ONLY</b> submitted if your club plans to sell items, or hold a raffle you must return this form</li> <li>• <b>FORM F is returned to the 5<sup>th</sup> VP Boutique</b></li> </ul>
<b>FORM Y</b> Checklist for Tax Compliance	May 31	TREASURER	TREASURER	<ul style="list-style-type: none"> <li>• Tax Compliance Verification</li> <li>• <b>Form Y is returned to the Treasurer</b></li> </ul>
<b>FORM C</b> Local Club Elected Officers	May 31	7 <sup>TH</sup> VICE PRESIDENT DIRECTORY	OUTGOING and INCOMING PRESIDENT	<ul style="list-style-type: none"> <li>• Local Club Officers Elected to serve for 2019-2020</li> <li>• This information is used for the Federation Directory</li> <li>• <b>FORM C is returned to the 7<sup>th</sup> VP Directory</b></li> </ul>
<b>FORM D</b> Annual Report	May 31	4 <sup>TH</sup> VICE PRESIDENT REPORTS	PRESIDENT	<ul style="list-style-type: none"> <li>• Local Club's annual report of club activities</li> <li>• <b>FORM D is returned to the 4<sup>th</sup> VP Reports</b></li> </ul>
<b>FORM E</b> Donations to Student Organizations	May 31	4 <sup>TH</sup> VICE PRESIDENT REPORTS	OFFICER DESIGNATED BY LOCAL CLUB	<ul style="list-style-type: none"> <li>• Local Club report of donations to Texas A&amp;M student organizations</li> <li>• <b>FORM E is returned to the 4<sup>th</sup> VP Reports</b></li> </ul>
<b>FORM G</b> Scholarship Awards	May 31	4 <sup>TH</sup> VICE PRESIDENT REPORTS	OFFICER DESIGNATED BY LOCAL CLUB	<ul style="list-style-type: none"> <li>• Local Club report of academic scholarships awarded to Texas A&amp;M students</li> <li>• <b>FORM G is returned to the 4<sup>th</sup> VP Reports</b></li> </ul>