



Aggie Mom University

Federation Forms: A,B, F & T
Recording in Progress!

Please hold all
questions until the end!

Presented by:

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Form	Description	2022 Due Date	Club Officer	Federation Officer
A	Nomination of Club Member for Federation Officer	February 1 st	President and Nominated Member	Corresponding Secretary
B	Payment of Federation Dues and Archive Fees	February 1 st	President or Treasurer and Membership	Treasurer and Membership
T	IRS Group Exemption	February 1 st	President or Treasurer	President Elect
F	Table Reservations for Aggie Moms' Boutique	March 1 st	President or Boutique	5 th VP Boutique

Which Forms Apply To My Club?

- 👍 All forms are found on the Federation Website: <https://aggiemoms.org/forms/>
- 👍 Every Club falls under the umbrella of the Federation of Texas A&M University Mothers' Clubs
- 👍 All Clubs must submit every form listed except Form A and Form F
- 👍 Remember to keep copies of all forms
 - *electronic forms will be emailed upon submission*
- 👍 Don't wait until the deadline to submit the forms and send payments
- 👍 Anything mailed should be sent Certified Mail

Form A: Nomination of Federation Officer

- 👍 Due: February 1, 2022
- 👍 Purpose: To nominate a Club Member for a Federation Officer position
- 👍 Form A should be submitted electronically from the Federation Website
- 👍 A recommendation from the current President* must also be submitted
* *former President, if the nominee is current President*
- 👍 ONLY valid if nominating Club has submitted Form B and paid all dues by February 1, 2022
- 👍 A brief interview will be conducted with all nominees on Sunday, March 6th after Aggie Mom Camp (in person or Zoom)
- 👍 Nominating Committee will contact candidates on Saturday, March 12th (afternoon)

Form B: Dues & Archive Fees

👍 Due: February 1, 2022

👍 Purpose: To declare of number of Members and determine Dues and Archive Fees to remit

👍 Form B should be submitted electronically from the Federation Website

👍 Form B is comprised of two pieces ->

- Dues and Archive Fees are sent by Certified Mail with check to the Federation Treasurer; *online payment option is coming!*

*** both fees should be paid by every Club, no exceptions ***

- Membership template emailed to the Federation 1st VP of Membership by email

👍 THIS FORM IS REQUIRED TO REMAIN AN ACTIVE CLUB

Form T: IRS Group Exemption

👍 Due: February 1, 2022

👍 Purpose: To provide information to confirm compliance with the IRS Form 990 annual filing requirement, which is necessary to track the subordinate status of all Texas A&M Mothers' Clubs who have exemptions from Federal income tax through the Federation's determination as a 501 (c)(3)

👍 The Federation must furnish the IRS with a complete listing of all local Clubs each year. Without each Club's Form T, the Federation cannot fulfill our role and our organization is jeopardized

👍 This form does not exempt your Club from filing an IRS 990 tax return

👍 Form T should be submitted electronically from the Federation Website

👍 Send Bylaws ONLY if changed since filing February 1, 2021

Form F: Boutique Table Reservations

👍 Due: February 1, 2022

👍 Purpose: To reserve tables for merchandise and raffle tables for the upcoming Boutique

👍 ONLY submitted if Club will participate in Federation Boutique activities

👍 Form F should be submitted electronically from the Federation Website

👍 Payment can be made electronically upon submission

Recording will now be
turned off

Questions?

Visit
*aggiemoms.org/Club Resources/Aggie
Mom University*

for all upcoming classes
and Class Library!
