



Aggie Mom University

Federation Forms: C, D, E, G & Y
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
C	Member Club Elected Officers for upcoming Club Year	May 31 st	Incoming President	7 th VP Directory
D	Member Club Report for Annual Report of Clubs	May 31 st	President	4 th VP Reports
E	Donations to TAMU Student Organizations	May 31 ^{stt}	President or Treasurer	4 th VP Reports
G	Scholarships Awarded by Member Clubs	May 31 st	President or Treasurer	4 th VP Reports
Y	Tax Compliance Verification	May 31 st	Boutique	Treasurer

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
- 👍 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
- 👍 Pay attention to the additional instructions after electronic submission

Form C: Member Club Elected Officers

👍 Due: May 31, 2022

👍 Purpose: To update Club information for the Federations records

- General Club Information
- Club Permanent Address
- Meeting Information
- Officer Information

👍 Form C should be submitted electronically from the Federation Website

👍 The Officer contact information will be used by the Federation throughout the year

👍 Only the updated information from the previous year needs to be submitted

👍 Additional updates can be submitted, as necessary, throughout the year

Form D: Member Club Report

👍 Due: May 31, 2022

👍 Purpose: To offer each Club an opportunity to share all the successes of the Club year, including Aggie Br"Ags"!!

👍 Form D should be submitted electronically from the Federation Website

👍 All Member Reports are compiled into the *Federation's Annual Report of Clubs*

Form E: Donations to Student Organizations

- 👍 Due: May 31, 2022
- 👍 Purpose: To collect the annual donation amounts from Aggie Moms' Clubs to student organizations. The Federation will compile and track the numbers that show the impact we make to Texas A&M University!
- 👍 Form E should be submitted electronically from the Federation Website
- 👍 All Clubs must file Form E *even if not making any donations*
- 👍 Donations include those made throughout the year AND those the A&M Foundation will disburse
- 👍 If Club is making donations, the following must also be completed:
 - Send *Donation Letter to Texas A&M Foundation* & applicable funds to Texas A&M Foundation
 - Email a copy of the *Donation Letter to Texas A&M Foundation* to Federation 4th VP Reports

Form G: Scholarships

👍 Due: May 31, 2022

👍 Purpose: To collect the scholarship monies from Aggie Moms' Clubs. The Federation will compile and track the numbers that show the impact we make to Texas A&M University!

👍 Form G should be submitted electronically from the Federation Website

👍 All Clubs must file Form G even if not contributing to a scholarship

👍 Report in the fiscal year that funds are raised / contributions allocated to scholarships

👍 If Club is contributing to scholarships, the following must also be completed:

- Send scholarship funds to Scholarships & Financial Aid Office along with *Scholarship Donor Form*, Club's Scholarship Criteria, Guidelines & Application
- Email a copy of the *Scholarship Donor Form*, Club's Scholarship Criteria, Guidelines & Application to Federation 4thVP Reports

👍 See Federation website for samples

Form Y:

👍 Due: May 31, 2022

👍 Purpose: To is to confirm each Club's Federal and State tax compliance.

👍 Form Y should be submitted electronically from the Federation Website

Recording will now be
turned off

Questions?

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

for all upcoming classes
and Class Library!
