

Amvets National Ladies Auxiliary



Memorandum

To: AMVETS National Ladies Auxiliary Departments
From: Carol King, National Executive Director
cc: Department Secretaries, NEC's, President's, File
Date: April 24, 2020
Subject: 2020 – 2021 Revalidation Tool Kits

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Lanham, MD 20706
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Enclosed you will find 2 packets of forms, instructions, examples, and additional information on the Revalidation process. One set is for Department use; the second package is for Local Auxiliary use. Please copy the Local Auxiliary packet and provide it to each Local Auxiliary in timely manner so they will have ample time to return it to you.

The IRS filing procedure is posted on our website and can be found at the following links - <https://www.irs.gov/pub/irs-pdf/p5248.pdf> and <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

As a reminder, National Headquarters does **NOT** need to receive a copy of Department or Local 990 filing, however Block 2 on the backside of the Department and Local Revalidation form **MUST** be completed showing a valid EIN. If no EIN is listed in Block 2, the Department/Local Auxiliary will **NOT** be revalidated.

If your Department requires a copy of the 990 from Local Auxiliaries, please remind them it is their responsibility to provide it to you.

The Revalidation Form is also available online at www.amvetsaux.org. It is a user-friendly format that allows you to simply type in the information and print. It is our intent to provide Departments with revalidation updates. Headquarters does not accept Revalidation forms from Local Auxiliaries. If received, they will be sent to the Department.

Thank you and please do not hesitate to contact National Headquarters with any questions or concerns you may have.

**AMVETS
NATIONAL LADIES AUXILIARY**



**DEPARTMENT CHARTER/
OFFICERS REVALIDATION PACKET
2020 - 2021**

Amvets National Ladies Auxiliary



Memorandum

To: AMVETS National Ladies Auxiliary Departments
From: Carol King, National Executive Director
cc: Department Secretary, NEC, File
Date: April 24, 2020
Subject: Department Revalidation 2020 – 2021

The time to revalidate your Department Charter is fast approaching.

The IRS filing procedure is posted on our website and can be found at the following links - <https://www.irs.gov/pub/irs-pdf/p5248.pdf> and <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

Each Department is required to file a version of the Form 990 by the 15th day of the 5th month after the organization's accounting period ends. As a reminder, National Headquarters does **NOT** need to receive a copy of Department 990 filing, however, Block 2 on the backside of the Department Revalidation form **MUST** be completed showing a valid EIN. If no EIN is listed in Block 2, the Department will **NOT** be revalidated.

The Revalidation Form is also available online at www.amvetsaux.org. It is a user-friendly format that allows you to simply type in the information and print.

Please fill in all required information including EIN number, that your Department Bylaws are current and the individual that is to receive pre-print membership cards. Failure to use the correct form and omit necessary information may result in your Department not being revalidated, therefore not a Department in good standing.

In lieu of the uncertainty of Department Convention dates, Departments are required to file their annual Charter/Auxiliary Revalidation Form postmarked/email date of August 7. Please notify National Headquarters of your Department Convention date as soon as possible. If you are unable to meet the August 7 date, notification must be received by National Headquarters. If you do not have a Department Convention, you **MUST** submit a Department Revalidation form with notice that the previous year's officers remain in effect. **Departments MUST be revalidated to be considered for National Awards.**

Please do not hesitate to contact National Headquarters with any questions or concerns you may have.

INSTRUCTIONS FOR DEPARTMENT AUXILIARY CHARTER REVALIDATION

Filling out your Department's Annual Charter Revalidation Form is easy. Simply follow the listed detailed directions. Please contact National Headquarters if you should have any questions. Remember this form is available online at www.amvetsaux.org.

Front Side: Top – Be sure to fill in the date, Department/State and Official Contact. (The Official Contact should be someone National Headquarters can contact directly if we should have a question for your Department.)

Officer's Section – List the officer's name, address, email, and phone number. Remember: providing your email address gives National Headquarters a more efficient way to contact you. As the price of postage continues to rise quickly, we are hoping to be able to send information via email. Be sure to include the zip code with the address and area code with the phone number. There are five mandatory officers who must be listed (indicated by an *), President, 1st Vice, 2nd Vice, Secretary and Treasurer. If these five offices are not listed the revalidation form will be returned to you. If one person holds more than one office, please indicate it on the proper row.

Back Side - Please note that all blocks on the backside of the form have an * by them and are must be filled in completely or the revalidation form will be returned to you for completion.

Block #1 - Departments include the state, date the new officers were installed and the installing officer's signature.

Block #2 - For the purpose of their financial records each Department has a fiscal year, the last day of your fiscal year is what is entered on the first line. The Federal ID number is the number assigned by the IRS to a Department when they were formed. Every Department **MUST** have an EIN. As a reminder, National Headquarters does **NOT** need to receive a copy of Department 990 filing, however, Block 2 on the backside of the Department Revalidation form **MUST** be completed showing a valid EIN. If no EIN is listed in Block 2, the Department will **NOT** be revalidated.

Block #3 - Enter the date your Department originally submitted a copy of their Bylaws to National Headquarters, unless they have been amended and then you would use the date the latest amended copy was submitted. New Departments should complete the form and enter "Pending" if they are working on their bylaws, since they are allowed six months after receiving their charter to submit them.

Block #4 - Departments should list their annual dues plus \$15.00 for National i.e. \$5.00 for Department plus \$15.00 for National – the amount entered would be \$20.00. Next is the month their regular Department meetings are held and then the month and day of the Department annual meeting (which is the date the new officers are elected). Fill in the name, title, address, phone number, fax number and email address of who is to receive your pre-print membership cards. Finally, the form must be dated and signed by the Department President and Secretary.

Send a copy of the Charter Revalidation form to National Headquarters via mail, fax, or email, and retain one for your files. The deadline for submitting the Department Officer/Charter Revalidation form to National Headquarters is on or before July 1st with a five (5) day grace period for Departments whose convention is held the last weekend in June. **Please see the cover letter for changes in this requirement due to COVID 19.**

It is very important to type or write legibly when filling out the revalidation form, make sure that every item is completed, and the current form is used. If you have any questions concerning revalidation, please feel free to contact National Headquarters at 301-459-6255.

AMVETS NATIONAL LADIES AUXILIARY



LOCAL CHARTER OFFICERS REVALIDATION PACKET 2020 - 2021



Amvets National Ladies Auxiliary

Memorandum

To: Local Auxiliaries
From: Carol King, National Executive Director
Subject: Local Auxiliary Revalidation 2018 – 2019
Date: April 24, 2020
cc: Department Presidents, NEC's and Secretaries

The time to revalidate your Local Auxiliary Charter is fast approaching.

The IRS filing procedure is posted on our website and can be found at the following links - <https://www.irs.gov/pub/irs-pdf/p5248.pdf> and <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

Each Local Auxiliary is required to file a version of the Form 990 by the 15th day of the 5th month after the organization's accounting period ends. As a reminder, National Headquarters does **NOT** need to receive a copy of Department 990 filing, however, Block 2 on the backside of the Local Auxiliary Revalidation form **MUST** be completed showing a valid EIN. If your Department requires a copy of the Form 990 filing, you must submit it to them with your revalidation paperwork.

The Revalidation Form is also available online at www.amvetsaux.org. It is a user-friendly format that allows you to simply type in the information, print and save.

Please fill in all required information including EIN number, that your Local Auxiliary Bylaws are current and the individual that is to receive pre-print membership cards. Failure to use the correct form and omit necessary information may result in your Department not being revalidated, therefore not a Department in good standing.

Local Auxiliaries within a Department must file with the Departments by the Department deadline. Departments must then send copies to National Headquarters with their Department Revalidation. Due to COVID 19, if you do not have a Local election, you **MUST** submit a Local Revalidation form with notice that the previous year's officers remain in effective. Please send the form to your Department not to National Headquarters.

Local Auxiliaries in non-chartered states must have their revalidation form completed and sent to National Headquarters postmarked by August 7, 2020.

Please do not hesitate to contact your Department with any questions or concerns you may have.

INSTRUCTIONS FOR LOCAL AUXILIARY CHARTER REVALIDATION

Filling out your Local Auxiliary's Annual Charter Revalidation Form is easy. Simply follow the listed detailed directions. Please contact National Headquarters if you should have any questions. Remember this form is available online at www.amvetsaux.org.

Front Side: Top – Be sure to fill in the date, Local Auxiliary/State, your Official Contact. The Official Contact should be someone National Headquarters can contact directly if we should have a question for your Local Auxiliary.

Officer's Section – List the officer's name, address, email, and phone number. Providing your email address gives National Headquarters a more efficient to contact you. As the price of postage continues to rise quickly, we are hoping to be able to send information via email. Be sure to include the zip code with the address and area code with the phone number. There are five mandatory officers who must be listed (indicated by an *), President, 1st Vice, 2nd Vice, Secretary and Treasurer. If these five offices are not listed the Revalidation Form will be returned to you. If one person holds more than one office, please indicate it on the proper row.

Back Side - Please note that all blocks on the backside of the form have an * by them and **must** be filled in completely or the Revalidation Form will be returned to you for completion.

Block #1 - Local Auxiliary's include the state, date the new officers were installed and the installing officer's signature.

Block #2 - For the purpose of their financial records each Local Auxiliary has a fiscal year; the last day of your fiscal year is what is entered on the first line. The Federal ID number is the number assigned by the IRS to a Local Auxiliary when they were formed. Please see the attached letter regarding EIN's and how to obtain one. Every Local Auxiliary **MUST** have an EIN. As a reminder, National Headquarters does **NOT** need to receive a copy of the Local Auxiliary 990 filing, however, Block 2 on the backside of the Local Auxiliary Revalidation form **MUST** be completed showing a valid EIN. If no EIN is listed in Block 2, the Local Auxiliary will **NOT** be revalidated. If your Department requires a copy of the Form 990 filing, you must submit it to them with your revalidation paperwork.

Block #3 - Enter the date your Local Auxiliary originally submitted a copy of their Bylaws to Department Parliamentarian, unless they have been amended and then you would use the date the latest amended copy was submitted. New Local Auxiliary's should complete the form and enter "Pending" if they are in working on their bylaws, since they are allowed six months after receiving their charter to submit them.

Block #4 - Local Auxiliaries should list their annual dues plus the amount for the Department plus \$15.00 for National i.e. \$5.00 for Local Auxiliary plus \$10.00 for the Department plus \$15.00 for National Headquarters – the amount entered would be \$30.00. Next enter the month/date of your regular Local Auxiliary meetings. Fill in the name, title, address, phone number, fax number and email address of who is to receive your pre-print membership cards. Finally, the form must be dated and signed by the Local Auxiliary President and Secretary.

Send a copy of the Charter Revalidation form to your Department via mail, fax, or email, and retain one for your files. Please check with your Department on the deadline for submitting the Revalidation Form.

It is very important to type or write legibly when filling out the Revalidation Form. Make sure that every item is completed, and the current form is used. If you have any questions concerning revalidation, please contact your Department.