



Procedures to Disband from the American Volkssport Association

These are the procedures you must follow to disband your non-profit 501(c)(3) club with the American Volkssport Association.

1. Send a letter of resignation to the American Volkssport Association, stating the following:
 - Specific date the club will no longer exist.
 - The reason for disbanding.
 - All remaining monies, supplies and equipment belonging to the club must be donated to another non-profit organization per the IRS and cannot be kept by or distributed among club members, or utilized for a for-profit business. Any new club or organization starting from this membership cannot use the Club's tax ID number. Any walk directions, supplies, assets, including cash can be donated to another AVA club or non-profit organization recognized by the IRS to accept tax deductible donations.
2. Include a copy of the minutes from the last club's meeting signed by two separate officers stating the club membership voted to disband.
3. All monies due, event stamps, reports, and supplies belonging to the AVA must be received before the official date the club will no longer exist including entry of last participation, and payment.
4. Club must disband prior to June 30, or Dec 31 so that AVA is not responsible for IVV dues on your club.

Your dues credit will be based on the quarter in which you disband your club. Below is the chart to see the prorated fee for dues.

	Dues will be:
July, August, September	\$12.50
October, November, December	\$25.00
January, February, March	\$37.50
April, May, June	\$50.00

Please use the attached checklist of requirements when deactivating your club.

Club Deactivation Requirement Checklist

Club Name _____ AVA - _____

1. ___ Club must notify their Regional Director and State Association.
2. ___ Club must send a formal deactivation letter to AVA.
3. ___ Club must send copy of meeting minutes to AVA showing members agree to club closure.
4. ___ Club must complete ending participation reports for all active events.
5. ___ Any transferring of events must be completed (if applicable). Events will not be transferred until participation reports have been submitted and paid for.
6. ___ Stamps must be returned to the National Office (if applicable).
7. ___ All monies due to AVA have been received.
8. ___ Club's remaining fund disbursement report. Please include the name and address of the nonprofit/s who received your donated funds in an official letter. Attach a copy of the check/s verifying the disbursement of funds.
9. ___ Submit Annual Financial Report to the AVA.
10. ___ Your Club will become marked as closed.
11. ___ Your Club is added into the "Board of Director's Active and Deactivated Club List".
12. ___ Club must keep event and financial records for up to 7 years.