



## Requirements for a New Club

1. File Internal Revenue Service (IRS) Form SS4, Application for an Employer Identification Number. On this form mark non-profit and group # 7124. Your club must be recognized as a non-profit organization whether under AVA's group number above or under another non-profit group, or under your own exemption. Your club must have a tax identification number to proceed further.
2. When you have received the letter from the IRS issuing you the EIN number; request an application to become a club from the AVA at [samanta@ava.org](mailto:samanta@ava.org). Complete the application.
3. Bylaws and articles of incorporation  
Please read the bylaws and articles of incorporation of the AVA on the web site under administrative tab, then general admin, then publications/policies. Mirror these documents for your club. To come under AVA's group exemption for income tax your club does not need to be incorporated, but your club must have bylaws. Remember that your purpose, as an AVA club, to educate all people on the health and social benefits of low impact non- competitive sports.  
If you decide to incorporate, you will need to file articles of incorporation with the state where your club is located. You will receive a letter from the Secretary of state with a file number recognizing your club as a non-profit. If you do not incorporate you still need to file to be recognized as a non-profit in your state.
4. Your club must be approved by the state association and/or the AVA Regional Director for your area. This approval request will be sent to the AVA by the President of your State association, if you are in a state where there is a state organization, by the Regional Director. You can find the RD's address, phone number, and email under leadership on the web site. [www.ava.org](http://www.ava.org).
5. If you will be coming under another non-profit group's exemption such as Lions Club or a city, you will need an acknowledgment Letter on letter head from that organization or entity stating their tax number and that the club is allowed to use this tax number. This letter must be signed by a duly authorized person, such as President or Secretary of that group.
6. If your club will be recognized under their own exemption, you must have the IRS letter of determination received by your club that states your club is non-profit and what designation they have given you; such as 501c3 or another designation. Your designation must allow you to take in donations as tax deductible to individuals.
7. You must provide AVA with copies of all the following if applicable and the charter fee:
  - Completed Application with \$50 non-refundable charter fee
  - Copy of the letter from IRS granting the EIN tax number
  - Copy of Bylaws and Letter from State recognizing non-profit status
  - Copy of filed articles of incorporation with your state where club is located
  - Copy of letter from other group you will be under
  - Copy of IRS determination letter if under your own exemption



8. When you become a club:

The normal Annual dues will be waived for the first year.

The club must have a checking account in the club's name. Funds cannot go through a personal bank account. Your bank will need your tax number and letter from state recognizing you as a non-profit.

Your club will be given a login and password for you to enter your events into the data base and to conduct other event business on line.

You must read the AVA policy manual found on the web site and understand what your club must do to remain a club. All fees are listed in the appendix to the policy.



## New Club Requirement Checklist

Club Name \_\_\_\_\_ AVA - \_\_\_\_\_

1. \_\_\_ In the IRS SS-4 application on the bottom right corner, input club group exemption number 7124. Send any correspondence from IRS to AVA. When IRS Determination Letter is received, forward a copy to AVA National Office (if self-exempt). Can be applied for online at irs.gov. If already have a tax ID (self-exempt), a letter of determination from IRS is needed by AVA.
2. \_\_\_ Application to AVA.
3. \_\_\_ State Association President approval to AVA (if applicable).
4. \_\_\_ Regional Director's approval to AVA.
5. \_\_\_ Charter fee of \$50.00 paid to AVA (non-refundable).
6. \_\_\_ Copy of Bylaws and or Articles of Incorporation (if applicable) to AVA.
7. \_\_\_ Certificate from the Secretary of State recognizing non-profit status to AVA.
8. \_\_\_ Acknowledgement Letter from parent organization (not required if club is under AVA tax group or self-exempt. Self-exempt must provide IRS Determination Letter) to AVA.
9. \_\_\_ Club must provide proof of club checking account.  
Proof can be a voided check with name and address of the club or a letter from the bank.