

## **Club 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.
  - Any new club or organization starting from this club membership cannot use the Club's tax ID number.
  - All remaining monies, supplies and equipment belonging to the club must be donated to another non-profit organization recognized the IRS to accept tax deductible donations and cannot be kept by or distributed among club members or utilized for a for-profit business. A copy of all AVA sanctioned event directions must be transferred to another AVA club in good standing or the AVA National Office.
    - a. If an event is transferred to another AVA club, the list of event(s) transferred with the contact information of the individual and club they were transferred to should be emailed to Hector a hector@ava.org
    - b. If events are NOT transferred to another AVA club, the copy of those event directions and maps should be donated and submitted to the AVA National Office.

\*AVA Sanctioned Events includes all YRE's, Seasonals, and Traditional events the club has sanctioned for the past 5 years.

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. \_\_\_ A copy of all AVA sanctioned event directions and maps must be submitted electronically or by mail to the AVA or another AVA Club. Email to [hector@ava.org](mailto:hector@ava.org) or mail to the AVA National Office, Attn: Hector Hernandez.
7. \_\_\_ Stamps must be returned to the National Office (if applicable).
8. \_\_\_ All monies due to AVA have been received.
9. \_\_\_ 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.
10. \_\_\_ Submit Annual Financial Report to the AVA.
11. \_\_\_ Your Club will become marked as closed.
12. \_\_\_ Your Club is added into the "Board of Director's Active and Deactivated Club List".
13. \_\_\_ Club must keep event and financial records for up to 7 years.