



AMERICAN VOLKSSPORT ASSOCIATION
CLUB OPERATIONS GUIDE



Preface

The duties shown in this guide are by no means the only duties that a club officer may encounter during tenure as an officer. These duties are generally the duties associated with being an officer of a volkssport club. Some duties are shown as belonging to a particular officer (Secretary or Treasurer), but the duties do not have to be done by that officer. For example, some clubs have the President doing everything - all of the duties, except keeping minutes. Other clubs have a Secretary/Treasurer, so the duties differ there as well.

We have taken specific tasks from the How to portion of the AVA website and included them as part of a particular officer's duties or listed them as appendices.

The most important part of being an officer is that you accept the role of helping to guide the club into the future, and helping the club to thrive.

DUTIES OF THE PRESIDENT

- Preside over the General Membership, Special Membership, and Executive Committee meetings.
- Be the senior officer responsible for the conduct of all club business as CEO and CFO
- Represent the club as the senior elected official at all appropriate gatherings and occasions.
- Authorize all proposed expenditures of club funds after consulting with the Treasurer and receiving approval of the Executive Committee for expenditures over an amount set forth in the Bylaws
- Approve all financial statements and minutes of meetings
- Keep the Vice President informed of all club activities (Add VP as an information addressee on all correspondence)
- Executes on behalf of the club all contracts, deeds, conveyances and other instruments in writing that may be required or authorized by the Board
- Is the official interface for the coordination and implementation of external matters such as Public Relations, Newsletter, Information, and Fund Raising
- Represents or appoints representation for the club in AVA forums, conventions, and votes
- Is the primary club interface with State Association, RD and AVA leadership
- Is on the Signature Card for the club checking account, backup for the Treasurer if needed.
- Serve as an ex officio member of all committees
- With the Secretary, prepare the agenda for General Membership, Special Membership, and Board of Directors meetings

DUTIES OF THE VICE PRESIDENT

- Acts in the absence of the President
- Acts as Parliamentarian at all meetings of the Board and General Membership meetings
- Perform any other duties as assigned by the President, the Board, or General Membership
- Back up interface with the State Association, RD, and AVA leadership

EXECUTIVE COMMITTEE DUTIES

- Monitor all club activities
- Appoint and dismiss standing committee chairpersons
- Establish and enforce club policies
- Approve all agreements or contracts that the club may desire to enter into
- Approve all proposals to expend club funds which exceed an amount agreed on in the Bylaws

SECRETARY DUTIES

- Record and maintain minutes of all meetings of the membership and Board of Directors
- Read aloud all correspondence and the previous meeting's notes
- Maintain club files – to include Bylaws and Articles of Incorporation, Treasurer Reports
- Maintain historical files of activities, accomplishments and events in which the club is involved
- Maintain a list of committee chairs, coordinators, and volunteers
- Maintain a list of all members
- Prepare official club correspondence for the President's signature as required
- Submit Officer Updates to AVA
 - Go to AVA.org
 - Click on Clubs
 - Click on Clubs Only
 - Click on Clubs Home Page
 - Enter Login and Password
 - Click on Login at bottom of page
 - Click on Officer Updates
 - Make changes – enter phone numbers without dashes
 - Click on Update at bottom of page
- With the President prepare the agenda for General Membership, Special Membership, and Board of Directors meetings and distribute this agenda

Getting Started - Accessing the Club Home Page

To enter or change Electronic Sanction Requests or club and officer information you must first access the Club Home Page. You do that by first finding your way to the AVA Web Site at ava.org.

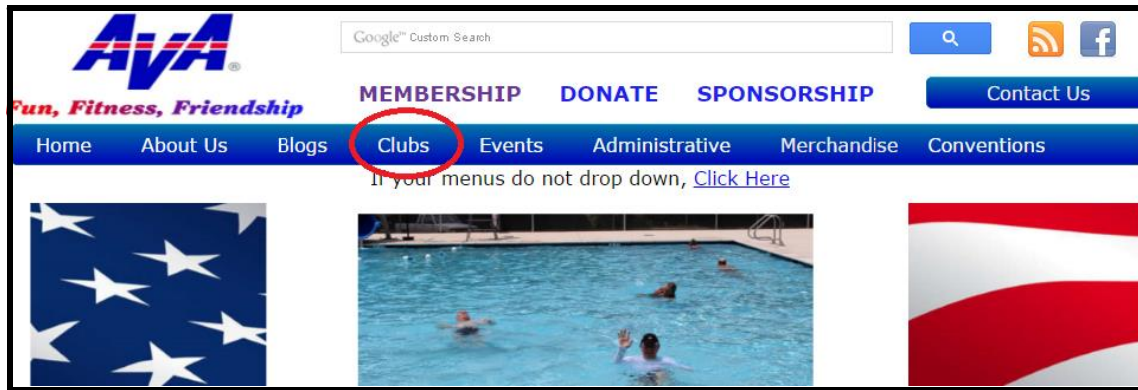


Figure 1a. Accessing Club Home Page, Step 1

Once there, you can make your way to your club's page by placing your mouse pointer over Clubs on the menu bar. This will cause a drop-down menu to appear.

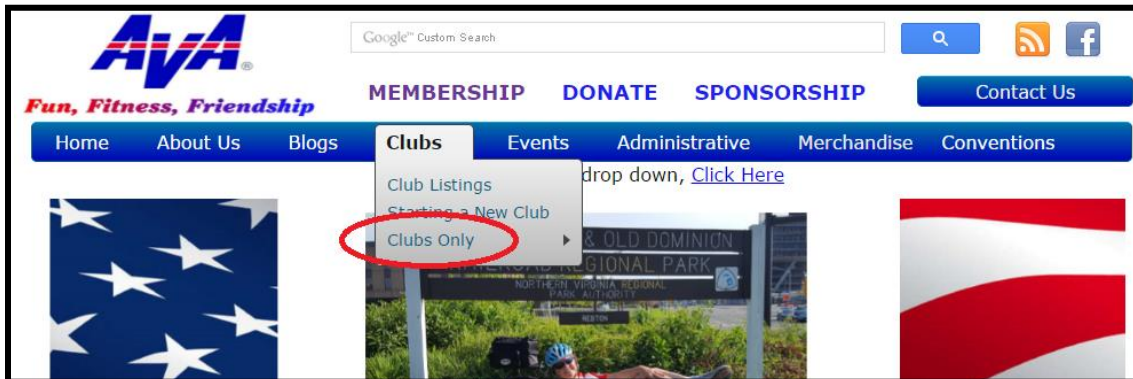


Figure 1b. Accessing Club Home Page, Step 2

Now move the cursor over Clubs only on the drop-down menu. This will cause a pop-up menu to appear.

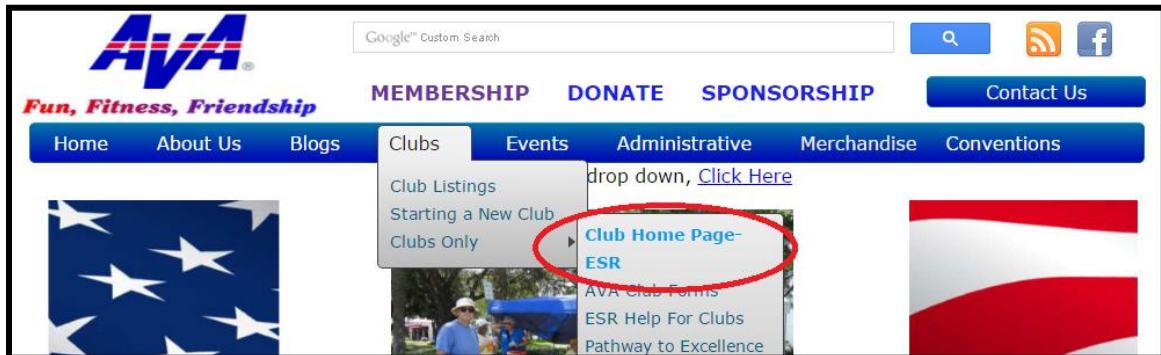


Figure 1c. Accessing Club Home Page, Step 3

Move the cursor over Club Home Page-ESR, and click the left mouse button. This will take you to the Club Home Page.

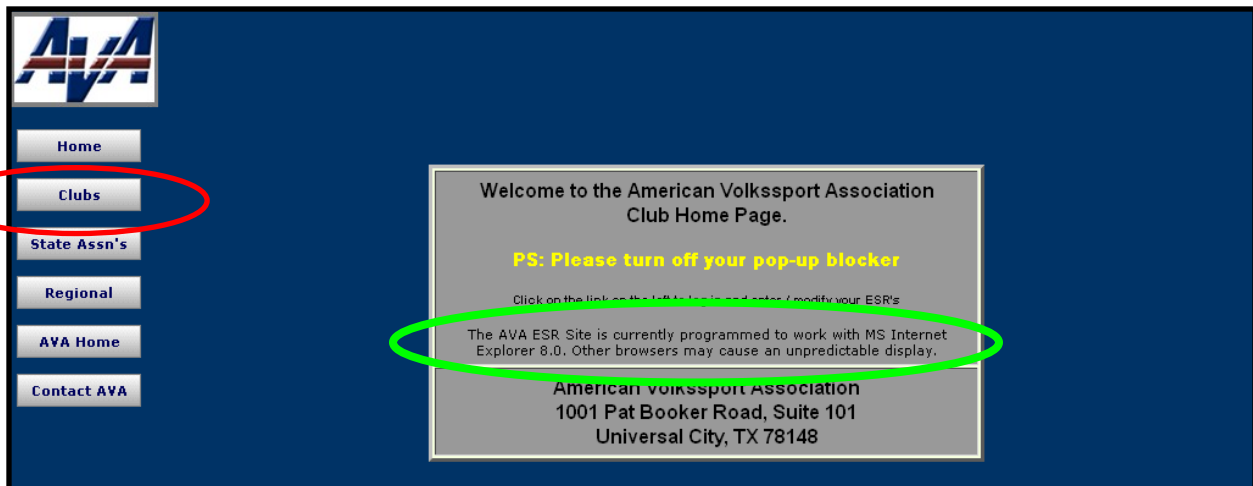


Figure 2. Club Home Page, Entry Page

Move the cursor over Clubs and click. (The cursor must be positioned directly over the letters. Clubs will become underlined.) This will bring you to the Login Page.

Please note the warning that, “The AVA ESR Site is currently programmed to work with MS Internet Explorer 8.0. Other browsers may cause an unpredictable display.”

The action buttons at the left margin lead to pages for clubs, a state organization or a regional director. Using the club, state association or regional director button requires a Login ID and Password to continue. **If you do not have a Login ID or password, check with your club president or regional director.** Clicking on the buttons at the left margin cause the following actions:

- Home - Clicking on **Home** brings the viewer back to the welcome page.
- Clubs - Clicking on **Clubs** brings the viewer to the entry page for login.
- State Assns - Clicking on **State Assns** brings the viewer to the entry page for State Associations who may also choose the **Clubs** option.
- Regional - Clicking on **Regional** brings the viewer to the entry page for the Regional Director who may also choose the **Clubs** or **State Assns** options.
- AVA Home - Clicking on **AVA Home** brings the viewer to the AVA Home Page (the first page shown after entering www.ava.org, shown in Figure 1).
- Contact AVA - Clicking on **Contact AVA** produces a blank email message that can be completed to communicate with AVA Headquarters.

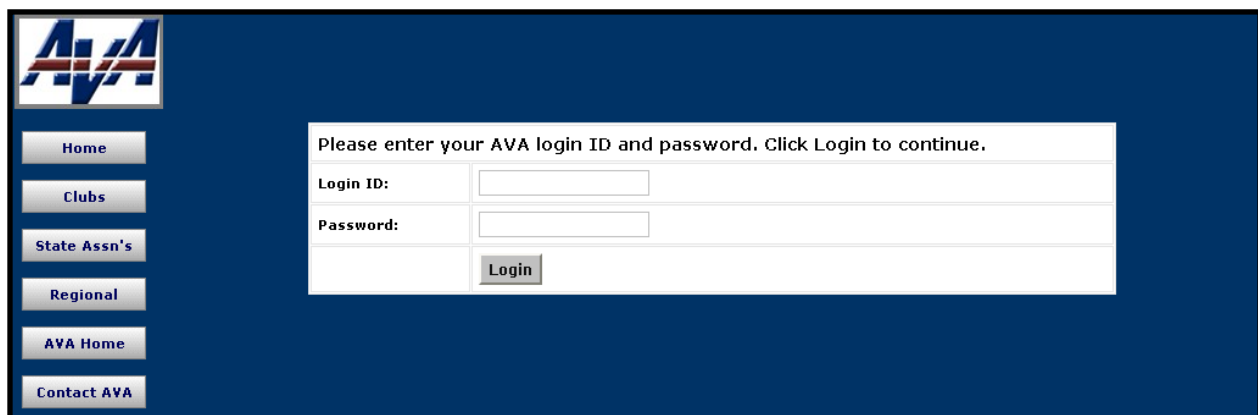



Figure 2. Club Login Page

Follow the login instructions to get to your home page.



[Home](#)
[Clubs](#)
[State Assn's](#)
[Regional](#)
[AVA Home](#)
[Contact AVA](#)

Welcome to the AVA Club Homepage

Club Number	AVA-0941
Membership	30
Club Name	Sierra Gold Striders
Official Address	P.O. Box 1253 Twain Harte CA 95383
Shipping Address	P.O. Box 1253 Twain Harte CA 95383
Financial Address	P.O. Box 1253 Twain Harte CA 95383
Official Contact	Philip Jones - (209)586-0597
E-Mail	sierragoldstriders@att.net
Web Listing - City / State	Twain Harte, CA
Club Website	
Last Officer Update	11/2/2012
Last Financial Update	8/1/2012

[Club Info](#)
[Events](#)
[Instructions](#)
[Officer Update](#)
[State Rep Upd](#)

Figure 3. Club Home Page

The Club Home Page should show current information about your club, its addresses and points of contact.

The **Club Info** button on the right side of the page indicates actions that you can take on behalf of your club. Follow the instructions for Entering and Editing Club Information.

The **Events** button allows you to enter sanction requests for all AVA events and to edit events already submitted. Follow the instructions for Entering and Editing Event Information.

The **Instructions** button gives instructions for data entry.

The **Officer Updates** button brings you to the Club Officer Updates page. Follow the instructions for Entering and Editing Officer Information.

Finally, the **State Rep Updates** button provides the page for entering information on club representatives to AVA State Associations (California, Florida, Illinois, Indiana, Maryland, North Carolina, Ohio, Oregon, Pennsylvania, Texas, Virginia, and Washington). Follow the instructions for Entering and Editing State Representatives Information.

Entering and Editing Officer Information

Paragraph 1.02.II.D.1 of the American Volkssport Association Policy Manual establishes the requirement for reporting officer information. It is highly recommended that clubs become familiar and stay current with the policy. Every club must submit a report within thirty days of the change of an officer or any officer information. Additionally, change or not, an Officer Update Report must be submitted at least once annually between January 1 and November 15. If a report is not received by November 15, a late fee will be assessed, and the club will be placed in “not good standing” if a report is not received by December 31.

Follow the instructions in Getting Started – Accessing the Club Home Page to get to the report from the Club Home Page.

Briefly,

1. From the AVA home page placing your mouse pointer over **Administrative** on the menu bar, move the cursor over **Clubs only** on the drop-down menu, move the cursor over **Club Home Page-ESR**, and click.
2. Click on the **Clubs** button of the Club Home Page Entry page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.

Welcome to the AVA Club Homepage

Club Number	AVA-0941
Membership	30
Club Name	Sierra Gold Striders
Official Address	P.O. Box 1253 Twain Harte CA 95383
Shipping Address	P.O. Box 1253 Twain Harte CA 95383
Financial Address	P.O. Box 1253 Twain Harte CA 95383
Official Contact	Philip Jones - (209)586-0597
E-Mail	sierragoldstriders@att.net
Web Listing - City / State	Twain Harte, CA
Club Website	
Last Officer Update	11/2/2012
Last Financial Update	8/1/2012

Navigation buttons on the left: Home, Clubs, State Assn's, Regional, AVA Home, Contact AVA.

Buttons on the right: Club Info, Events, Instructions, **Officer Update** (circled in red), State Rep Upd.

Figure 1 - Club Home Page

- 1) From the Club Home Page, click on the **Officer Update** button on the right side of the page. This will get you to the Club Officers Update Page.

Club Officers Update
(Note - items in **RED** are required)

club: AVA-0941
[click here to return](#)

President Information

Name: Philip Jones

Address 1: P.O. Box 1253

City: Twain Harte

State: CA

Zip: 95383 (ie: 123456.)

Contact Phone: 2095860597 (numbers only please! no "()" or "-")

Alternate Phone: (numbers only please! no "()" or "-")

Fax: 2095860597 (numbers only please! no "()" or "-")

Email: sierragoldstriders@att.net

Term Dates: Jul 1 - Jun 30, 2013 (ie: Jan 1 - Dec 31, 2008)

Vice President's Information

Name: Dick Harvey

Address 1: 18505 Pradera Real Road

City: Sonora

A vertical scroll bar on the right side of the page is circled in red.

Figure 2a – Club Officers Update Page

- 2) You will need to scroll down to the bottom of the page using the slide bar on the right, changing officers' information as you go.

AVA

Home
Clubs
State Assn's
Regional
AVA Home
Contact AVA

Vice President's Information

Name: Dick Harvey
Address 1: 18505 Pradera Real Road
City: Sonora
State: CA
Zip: 95370 (ie: 123456.)
Contact Phone: 2095339492 (numbers only please! no '-' or '-')
Alternate Phone: (numbers only please! no '-' or '-')
Fax: (numbers only please! no '-' or '-')
Email:
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Secretary's Information

Name: Beverly Jones
Address 1: P.O. Box 1253
City: Twain Harte
State: CA
Zip: 95383 (ie: 123456.)
Contact Phone: 2095860597 (numbers only please! no '-' or '-')
Alternate Phone: (numbers only please! no '-' or '-')
Fax: 2095860597 (numbers only please! no '-' or '-')
Email: sierragoldstriders@att.net
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Figure 2b – Club Officers Update Page

AVA

Home
Clubs
State Assn's
Regional
AVA Home
Contact AVA

State: CA
Zip: 95383 (ie: 123456.)
Contact Phone: 2095860597 (numbers only please! no '-' or '-')
Alternate Phone: (numbers only please! no '-' or '-')
Fax: 2095860597 (numbers only please! no '-' or '-')
Email: sierragoldstriders@att.net
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Treasurer's Information

Name: Gini Madison
Address 1: 19534 Rawhide
City: Sonora
State: CA
Zip: 95370 (ie: 123456.)
Contact Phone: 2095328361 (ie: 1234567890)
Alternate Phone: 2095328361 (ie: 1234567890)
Fax: (ie: 1234567890)
Email: vsm45@yahoo.com
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Member Count: 30

Update **Reset**

Figure 2c – Club Officers Update Page

- Once you have completed all of the changes and updated the Member Count, click on the **Update** button. This will bring you to the Update Club POC, Shipping Address and Financial Statements Address page.

Update Club POC, Shipping Address and Financial Statements Address

club:AVA-0941 Sierra Gold Striders

Select Official Contact
Select UPS Address
Select Financial Address

President
President
President

NOTE: you must assign a contact for each!

Submit Reset

Figure 3 - Update Club POC, Shipping Address and Financial Statements Address **Page**

- 4) Make the appropriate selection from the three drop-down menus, and click on the **Submit** button. This will bring you the Point of Contact Update Confirmation page indicating that your submission has been accepted.

Point of Contact Update Confirmation

Your POC Information has been updated.

club:AVA-0941 Sierra Gold Striders

Click [HERE](#) to return to your home page.

Figure 4 - Point of Contact Update Confirmation page

- 5) Click on [HERE](#) to return to the club's home page, and you have completed the club information and officer updates and submitted your officer update report.

Congratulations. If you completed this before November 15, you saved your club ten bucks.

Entering and Editing State Association Representative Information

Clubs that are members of State Associations use these instructions to enter or edit club representatives' information.

Follow the instructions in Getting Started – Accessing the Club Home Page to get to the Club Home Page.

Briefly,

1. From the AVA home page placing your mouse pointer over **Administrative** on the menu bar, move the cursor over **Clubs only** on the drop-down menu, move the cursor over **Club Home Page-ESR**, and click.
2. Click on the **Clubs** button of the Club Home Page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.

Welcome to the AVA Club Homepage

Club Number	AVA-0941
Membership	30
Club Name	Sierra Gold Striders
Official Address	P.O. Box 1253 Twain Harte CA 95383
Shipping Address	P.O. Box 1253 Twain Harte CA 95383
Financial Address	P.O. Box 1253 Twain Harte CA 95383
Official Contact	Philip Jones - (209)586-0597
E-Mail	sierragoldstriders@att.net
Web Listing - City / State	Twain Harte, CA
Club Website	
Last Officer Update	5/31/2013
Last Financial Update	8/1/2012

[Club Info](#)
[Events](#)
[Instructions](#)
[Officer Update](#)
[State Rep Upd](#)

Figure 1 - Club Home Page

- 1) From the Club Home Page, click on the **State Rep Update** button. This will get you to the State Representative Updates page.

[Back to Club Information Page](#) » State Representative Updates

Club Number	AVA-0941
Primary State Representative	
Name	<input type="text"/>
Mailing Address	<input type="text"/>
Optional Box #	<input type="text"/>
City State Zip	<input type="text"/> <input type="text"/> <input type="text"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
Term	<input type="text"/>

Figure 2a – State Representative Updates Page

- 2) You will need to scroll down to the bottom of the page using the slide bar on the right, entering and editing State Representative information as you go.

Name		<input type="text"/>
Mailing Address		<input type="text"/>
Optional Box #		<input type="text"/>
City State Zip		<input type="text"/> <input type="text"/> <input type="text"/>
Work Phone		<input type="text"/>
Home Phone		<input type="text"/>
Fax		<input type="text"/>
E-Mail		<input type="text"/>
Term		<input type="text"/>
Submit Update		

Figure 2b – State Representative Updates Page

- 3) Check your entries and edits for accuracy, and click on the **Submit Update** button. A confirmation message is displayed as shown in Figure 2c.

Back to Club Information Page » State Representative Updates	
State Rep Information Updated...	
Club Number	AVA-0941
Primary State Representative	
Name	<input type="text"/>
Mailing Address	<input type="text"/>
Optional Box #	<input type="text"/>

Figure 2c – State Representative Updates Page

- 4) Use your browser's print capability to print a copy of this page.
- 5) Click on [Back to Club Information Page](#) to get to the Official Club Information Update page, or click on [AVA Home](#) to return to the AVA Home Page.

Entering and Editing Club Information

Paragraph 1.02.II.D.1 of the American Volkssport Association Policy Manual establishes the requirement for reporting club information. It is highly recommended that clubs become familiar and stay current with the policy. Every club must submit a report within thirty days of the change of an officer or any club information.

Follow the instructions in Getting Started – Accessing the Club Home Page to get to the report from the Club Home Page.

Briefly,

1. From the AVA home page placing your mouse pointer over **Administrative** on the menu bar, move the cursor over **Clubs only** on the drop-down menu, move the cursor over **Club Home Page-ESR**, and click.
2. Click on the **Clubs** button of the Club Home Page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.

Club Information Terms and Definitions

Official Contact - Name, Phone Number and Email Address – This is the person of record for the club, the individual to be contacted by anyone seeking information about the club. This information is displayed under the Club Listing on the AVA website and in TAW.

Official Address - This is the mailing address which receives Checkpoint, *The American Wanderer* and event stamps. Financial Statements can be directed to this address.

Shipping Address - This address receives all UPS Shipments. This must be a real street address as UPS will not deliver to PO Box addresses. Examples of items that might be shipped via UPS are trail marking materials, specialty orders and multiple event stamps. Anything that must be sent over-night will be sent to the UPS address.

Financial Address - This address receives the club monthly financial statement which includes invoices. The exception to this is invoices for merchandise orders which are included with the order.

After entering data in all of the fields you must select the Point of Contact, UPS Address and Financials Address. Your choices for each are President, Vice-President, Secretary, Treasurer and Official Address.

Welcome to the AVA Club Homepage

Club Number	AVA-0941
Membership	30
Club Name	Sierra Gold Striders
Official Address	P.O. Box 1253 Twain Harte CA 95383
Shipping Address	P.O. Box 1253 Twain Harte CA 95383
Financial Address	P.O. Box 1253 Twain Harte CA 95383
Official Contact	Philip Jones - (209)586-0597
E-Mail	sierragoldstriders@att.net
Web Listing - City / State	Twain Harte, CA
Club Website	
Last Officer Update	11/2/2012
Last Financial Update	8/1/2012

Club Info
Events
Instructions
Officer Update
State Rep Upd

Figure 1 - Club Home Page

Click on the **Club Info** button on the right side of the page. This will get you to the Official Club information Update Page.

AVA-0941
Sierra Gold Striders

If any of the information below is incorrect, please make the appropriate changes and press the Submit button.

Official Club information Update

Official Address: P.O. Box 1253

Club City: Twain Harte

Club State: CA
Accept Default value or select from list

Club Zip: 95383

Web Listing City: Twain Harte

Web Listing State: CA
Accept Default value or select from list

Official Contact: Philip Jones

Phone: 2095860597
NUMBERS ONLY - no "(")" or" -"

Email: sierragoldstriders@att.net

Club URL: ie: www.xyz.com - do not add "HTTP://"

Submit **Reset**

Figure 2 – Official Club Information Update Page

Make changes to the club information, and using the scroll bar on the right, scroll to the bottom of the page.

Verify that the information is now correct and click on the **Submit** button.

This will bring you a verification page indicating that your submission has been accepted.

Your changes have been submitted.

If you wish to review the changes, use the link below to return to your home page.

AVA-0686 <= Press here to return to your home page

Figure 3 – Verification Page

Click on the club's AVA number to return to the Club Home Page where you can review your handiwork.

The screenshot shows the AVA Club Homepage. On the left is a navigation menu with buttons: Home, Clubs, State Assn's, Regional, AVA Home (circled in red), and Contact AVA. The main content area is titled 'Welcome to the AVA Club Homepage' and contains a table of club information for 'Sierra Gold Striders'. To the right of the table are buttons for 'Club Info', 'Events', 'Instructions', 'Officer Update' (circled in green), and 'State Rep Upd' (circled in green).

Welcome to the AVA Club Homepage	
Club Number	AVA-0941
Membership	30
Club Name	Sierra Gold Striders
Official Address	P.O. Box 1253 Twain Harte CA 95383
Shipping Address	P.O. Box 1253 Twain Harte CA 95383
Financial Address	P.O. Box 1253 Twain Harte CA 95383
Official Contact	Philip Jones - (209)586-0597
E-Mail	sierragoldstriders@att.net
Web Listing - City / State	Twain Harte, CA
Club Website	
Last Officer Update	11/2/2012
Last Financial Update	8/1/2012

Figure 4 - Club Home Page

Verify that the club information is as you want it. Repeat the above steps until you are satisfied, then click on the **AVA Home** button to return to the AVA Home Page.

If you have not already done so, and are prepared, you may enter additional updates by clicking on either the **Officer Updates** (noting the red Alert Message at the top of the page) or **State Rep Updates** buttons and following the instructions for Entering and Editing Officer Information or Entering and Editing State Representatives Information.

TREASURER DUTIES

- 1. The Treasurer maintains the Club's financial records and keeps an accurate accounting of the Club's receipts and expenditures to include event participation figures and first copy start cards – all financial documents to be maintained for 7 years.**

It is vital that the Club Treasurer keep very accurate records. The simplest records are a ledger and a checkbook. When you make entries into the checkbook register, it is recommended that you make an explanatory entry in your ledger.

Take a look at the Annual Financial Report and Worksheet. Detailed examples will be shown later, but for this part, your ledger entries should show the same categories as are listed on the Annual Report – the same with the Expense Ledger. When it's time to do the Annual Report, the income and expense items are shown in your ledger entries. Just add them up by category and enter the amount on the worksheet.

Treasurers should keep an accurate checkbook register. You must balance the checkbook monthly. To balance the checkbook, take a look at the monthly statement. Check off each item from the statement by making a checkmark in the register. Add any checks not shown on the statement. Add any deposits not shown on the statement. Now look at the statement balance, and add any deposits not shown on the statement and subtract the total amount of the checks not shown on the statement. The result should be your checkbook balance.

- 2. Establish cub bank accounts and maintain signature cards.**

Here you will need a copy of your club's minutes showing that the signers on the signature cards were duly elected by the club. The cards vary from bank to bank, but the general principles remain the same. Some club bylaws require that amounts over a specified amount (e.g. \$100) require two signatures. It is recommended that there be an additional person to sign checks. An example would be if your Treasurer were on vacation and it was necessary to write a check; then that situation would be covered.

- a. Proved the bank with a copy of the club minutes showing signers were duly elected by the club. Each signer will have to go to the bank and sign signature cards, which the bank will keep on file.

- 3. Prepare financial statements and reports as required.**

- a. Prepare IRS form 990-E by November 15 annually (provide proof to AVA)**

Although the deadline is November 15 of each calendar year, you may submit the form as early as July 1, the beginning of the Fiscal Year.

b. Prepare Annual Financial Report to AVA by November 15 annually. (For those clubs under AVA's group IRS exemption only.)

In paragraph 1 above, there was brief information about the Annual Financial Report. Below is a sample of the Annual Financial Report. (Figures 1 and 2) It is available at ava.org. Click on the Clubs; then click on the Clubs Only; then scroll down to the blank form and click on it. Also, below is a sample ledger page for Income and Expenses. (Figures 3 and 4)

As with submitting information to the IRS, the deadline is November 15 of the calendar year, BUT you may submit information as early as July 1, the beginning of the Fiscal Year.

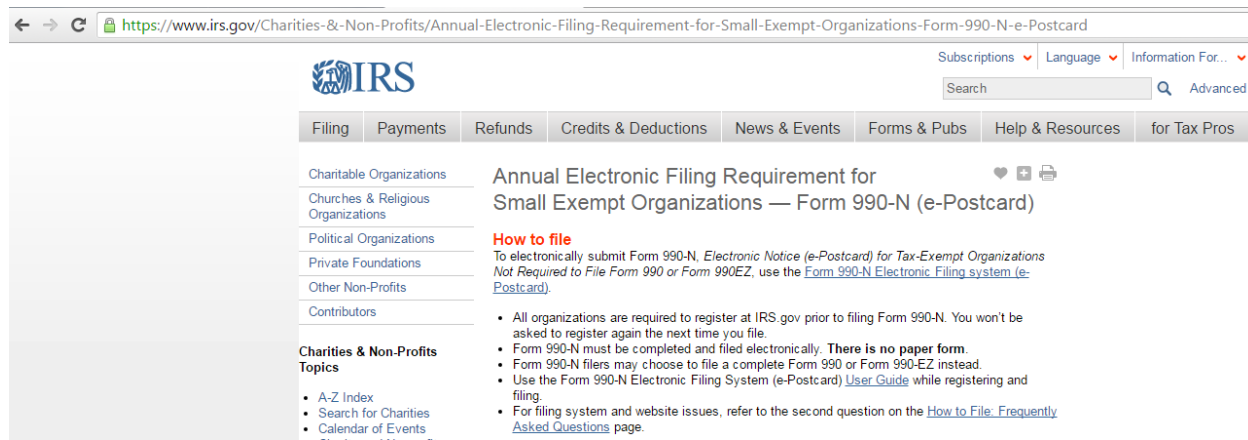
July 2016 – Filing your E-990 Postcard with the IRS

There is a new process for filing the E-990 Postcard required by the IRS for all non-profits making under \$50,000 per year. It is an entirely different process, so forget what you have done in the past and follow these instructions.

Open your favorite web browser. Could be IE, Chrome, Mozilla, Safari and such. Copy the below URL and paste it into the address bar of your browser:

<http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>

It will take you to the start. (You can also get here by going to irs.gov, select Filing tab, select Charities menu on left, select the 2nd entry in the middle for filing the E-990)



← → ↻ <https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>

Subscriptions Language Information For... Search Advanced

Filing Payments Refunds Credits & Deductions News & Events Forms & Pubs Help & Resources for Tax Pros

Charitable Organizations
Churches & Religious Organizations
Political Organizations
Private Foundations
Other Non-Profits
Contributors

Charities & Non-Profits Topics

- A-Z Index
- Search for Charities
- Calendar of Events

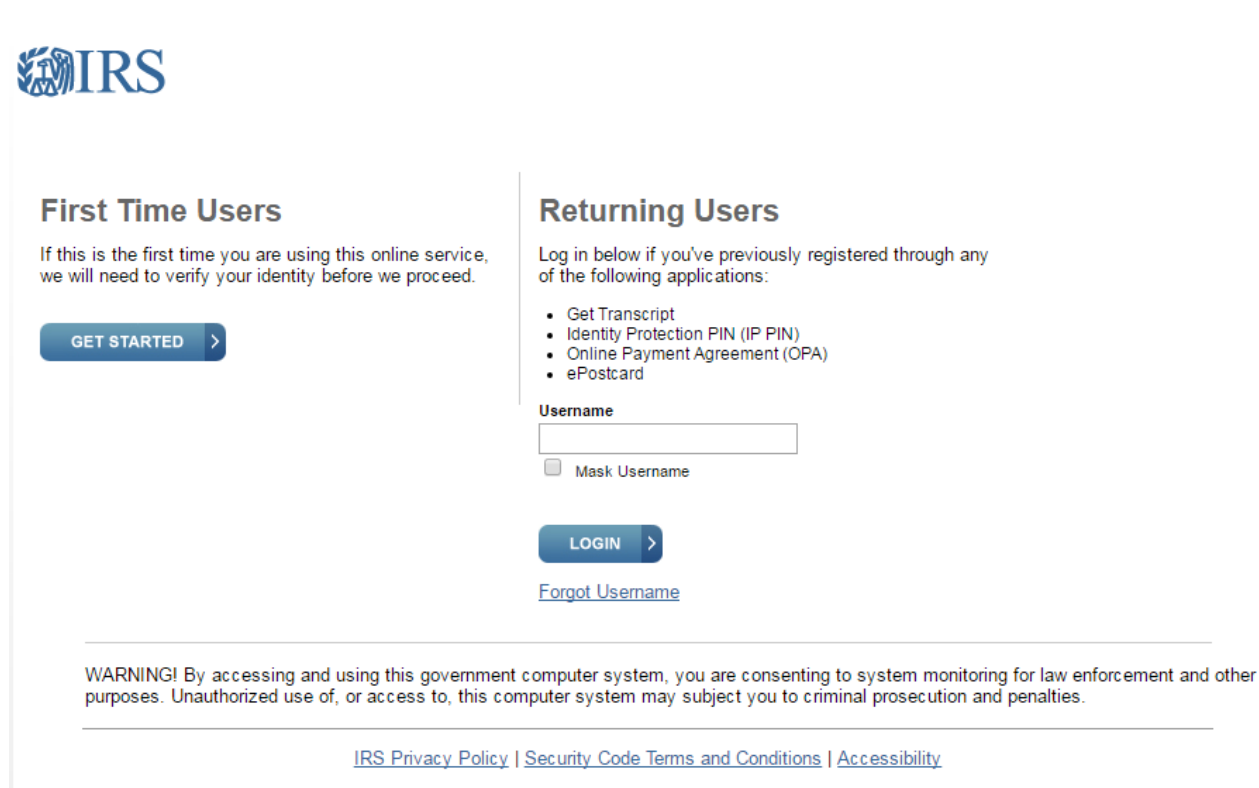
Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

How to file

To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the [Form 990-N Electronic Filing system \(e-Postcard\)](#).

- All organizations are required to register at irs.gov prior to filing Form 990-N. You won't be asked to register again the next time you file.
- Form 990-N must be completed and filed electronically. **There is no paper form.**
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing.
- For filing system and website issues, refer to the second question on the [How to File: Frequently Asked Questions](#) page.

Under the How to file, click on the [Form 990-N Electronic Filing system \(e-Postcard\)](#) link. That will take you to the sign-in portal.



IRS

First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

[GET STARTED](#)

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username

☐ Mask Username

[LOGIN](#)

[Forgot Username](#)

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Under First Time Users, select the GET STARTED button. We are all First Time Users for 2016. Next year you can be a returning user, provided you remember your username, password and all the security questions. I highly recommend you keep a record of your answers and keep it with your important club papers so whomever gets to do it next year has the answers.

You will also need Your Club's EIN. Yours. When you enter your EIN, it will show as being the American Volkssport Association, Inc, and this is correct. Your club's EIN will be a two-digit number followed by nine more digits. If you try to enter it as a single number, it won't be accepted. If you want to add your club name, you add it in the DBA section. What follows is a peek at the process, just to give you a warm and fuzzy that you are doing it right.



Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

CANCEL

SEND CODE



Enter your own first and last name (unless you refused to file taxes last year!!) and your current email address. This will generate a code that will be sent to that email address. You then have 15 minutes to enter it on the next screen. If you do not do it within that time you have to start over.



Enter email confirmation code

We just sent you an email with a confirmation code. Please read that email and enter the code here.

Please keep this window open so you don't have to start over.

Open your email in another tab or window: [Gmail](#) [Outlook](#) [Yahoo](#) [AOL](#)

Please allow a few minutes for the code to arrive. Check your spam or junk folder if you don't see it. If you didn't receive the confirmation code, [try resending the email](#).

CANCEL

CONTINUE



The next two pages in this document are actually a single page on the web site. Use the scroll bars on the right to move everything up and down. There are rules. User name has to be 8 or more up to 64 characters. Password has all that funky stuff in the grey box. Lots of choices for the image, so pick one you like.



Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

Password

Re-enter Password

Enter a Username of your choice. The Username cannot be an email address, SSN, or contain a space, or a special character (!@#\$\$%^&*).

Password Rules:

- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#\$\$%^&*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

Primary Email

rm_rd@ava.org [Edit](#)

Choose a Site Phrase

Create a phrase that you will recognize when you login

Choose a Site Image

Select an image that you will recognize when you login



[Choose Your Site Image](#)

Challenge Questions

Answer Rules

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Question 4

Answer 4

Click the CONTINUE button after you have answered and recorded for yourself and your club all of the answers for the above. Note the requirements for the password, and know that the answers to the security questions cannot have stuff like dashes, dollar signs, and so on. You will land on the work page, and will need to continue to set up your profile.



User Profile Successfully Created

Your profile was successfully created. Please write down your Username for future reference.

CONTINUE



Click the CONTINUE button. You will receive an email confirming your user profile was set up.



Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE



Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

MANAGE FORM 990-N SUBMISSIONS



Application Version Number: 1.1.0

Version Build Date: 2016-04-21 14:59

Select Manage E-Postcard Profile



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Please select Exempt Organization or Preparer

User Type

Exempt Organization ▼

< PREVIOUS

CONTINUE >

Chose Exempt Organization and click on CONTINUE.



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

You are logged in as: Exempt Organization | [Edit user type](#)

EIN

-

ADD EIN

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

DELETE EIN

CREATE NEW FILING >

Put in YOUR EIN, choose Add EIN. This will look up your information and put in the Organization Name. If you are a member club under the AVA's 501(c)(3) umbrella, the name will be AMERICAN VOLKSSPORT ASSOCIATION, INC. If you are an independent, your club name should appear.

To submit the e-postcard, click on CREATE NEW FILING.

Choose your EIN from the drop down list and click the CONTINUE button.



Organization Details

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending

June 30, 2015



Has your organization terminated or gone out of business?

No



Are your gross receipts normally \$50,000 or less?

Yes



Organization's legal name -Line 1

AMERICAN VOLKSSPORT ASSOCIATION INC



Organization's legal name -Line 2



Employer Identification Number (EIN)



PREVIOUS

CANCEL FILING

CONTINUE



Select CONTINUE



Contact Information

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile	Select EIN	Organization Details	Contact Information	Confirmation
--------------------	------------	----------------------	---------------------	--------------

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name

?

DBA Name - continued

?

[ENTER ADDITIONAL DBA NAMES](#)

Country*

?

Number and Street (or PO Box)*

?

The forms above and below are part of the same page. Use the scroll bars. If you are under the umbrella, you will add your club name in the DBA Name under Organization. Fill out the form with the club address information, and your responsible person (usually you that is filling out this information) all the way to the bottom.

City or Town*
 ?

State*
 ▼ ?

Zip Code*
 ?

Organization's website address, if applicable
 ?

Principal Officer:

Type of Name*
 ▼ ?

Person Name*
 ?

Country*
 ▼ ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ▼ ?

Zip Code*
 ?

SUBMIT FILING. On the next page, you will get an output certificate. Print that, preferably a screen print that puts it into a PDF file, then send it to IRS-E-990@ava.org so it can be recorded in your file.

If you have any questions, you can send an email to the above address and someone will respond as quickly as we can, or contact the National Office at 210-659-2112 and ask for who can assist you with the Electronic Postcard.

Annual Financial Report and Worksheet

For IRS Section 501(c)(3) Organizations

Required each year by November 15 to maintain your club's 501(c)(3) status. Form must be signed by President and Secretary. Both pages must be submitted to AVA Headquarters.

Club Name: _____ AVA #: _____

Official Club Address: _____

City/State/Zip Code: _____

Treasurer: _____ Daytime Phone: _____

Email: _____

1. The financial report for fiscal year ending June 30, 20____, is summarized as follows:

GROSS INCOME \$ _____

GROSS EXPENSES \$ _____

NET GAIN / LOSS \$ _____

2. IRS Form 990 was filed and a copy is attached.

Indicate reason for filing:

_____ This is the first year under Group Exemption and IRS Form 990 is required.

_____ This fiscal year gross receipts exceeded \$50,000.

_____ The IRS sent Form 990 even though gross receipts were less than \$50,000.

_____ The gross receipts were less than \$50,000, club must file a 990N annually (E-Postcard).

A confirmation copy sent to AVA by mail, fax or email is required.

Or

_____ Club is under another entity's group exemption.

Name of Entity _____

3. The undersigned affirms that the club is in good standing with the AVA, is a non-profit organization, and has continued to comply with all requirements for inclusion under the AVA Group Exemption as stated in AVA Policy 1.02 and IRS Section 501(c)(3), Internal Revenue Code. Clubs EIN# is: _____

President Signature: _____ Date: _____

Secretary Signature: _____ Date: _____

Mail to:

AVA HQ, 1001 Pat Booker Rd, Suite 101, Universal City, TX 78148-4147

Fax: 210-659-1212

Email: avahq@ava.org



Fun, Fitness, Friendship

Annual Financial Report and Worksheet

For IRS Section 501(c)(3) Organizations

Required each year by November 15 to maintain your club's 501(c)(3) status. Form must be signed by President and Secretary. Both pages must be submitted to AVA Headquarters.

Show negative amount in (). Use decimals in each column including zeros.

GROSS INCOME

Club Member Dues \$ _____

Donations \$ _____

Event Fees \$ _____

Fund Raisers \$ _____

Sales \$ _____

Other \$ _____

TOTAL GROSS INCOME \$ _____

GROSS EXPENSES

AVA Annual Dues \$ _____

AVA Sanction Fees \$ _____

AVA Participation Fees \$ _____

Inventory Purchases \$ _____

Donations \$ _____

Administrative Supplies \$ _____

Event Supplies \$ _____

Miscellaneous Expenses \$ _____

State Association Dues & Fees \$ _____

TOTAL GROSS EXPENSES \$ _____

NET (INCOME – EXPENSE) \$ _____

Show negative amount in (). Use decimals in each column including zeros.

Beginning Bank Balance \$ _____

Deposits & Additions + \$ _____

Checks-Cash & Deductions - \$ _____

Ending Bank Balance \$ _____

Total Value of Other Accounts

(CDs, Savings, Secondary Checking) \$ _____

Mail to:

AVA HQ, 1001 Pat Booker Rd, Suite 101, Universal City, TX 78148-4147

Fax: 210-659-1212

Email: avahq@ava.org

INCOME

Figure 3

EXPENSES

[illegible]

c. Submit participation figures for YRE's and events (YREs quarterly and events as required)

Submitting Electronic Event Participation Reports

Paragraph 4.11 of the AVA Policy Manual establishes parameters for After Action Reporting. It is highly recommended that clubs become familiar and stay current with the policy. The Policy Manual establishes that the Event Participation Report for Traditional Events must be received at AVA Headquarters by the thirtieth day after the last day of the event and that the last day of the reporting quarter. It is strongly recommended that the report be submitted quickly to minimize the possibility forgetting about it until the embarrassing late fee reminder is received and the club suffers the additional embarrassment of finding itself to be not in good standing. To submit an After Action Report, you must get to the Club Home Page by following the instructions in Getting Started – Accessing the Home Page.

Submitting Electronic Event Participation Reports

Paragraph 4.11 of the AVA Policy Manual establishes parameters for After Action Reporting. It is highly recommended that clubs become familiar and stay current with the policy.

The Policy Manual, *current as of June 2013*, establishes that the Event Participation Report for Traditional Events must be received at AVA Headquarters by the thirtieth day after the last day of the event and that the quarterly participation report for Year Round and Seasonal Events must be received 30 days after the reporting quarter. It is strongly recommended that the report be submitted quickly to minimize the possibility of forgetting about it until the embarrassing late fee reminder is received and the club suffers the additional embarrassment of finding itself to be not in good standing.

To submit an After Action Report, you must get to the Club Home Page by following the instructions in Getting Started – Accessing the Club Home Page.

Briefly,

1. From the AVA home page placing your mouse pointer over **Club** on the menu bar, move the cursor over **Clubs only** on the drop-down menu, move the cursor over **Club Home Page-ESR**, and click.
2. Click on the **Clubs** button of the Club Home Page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.

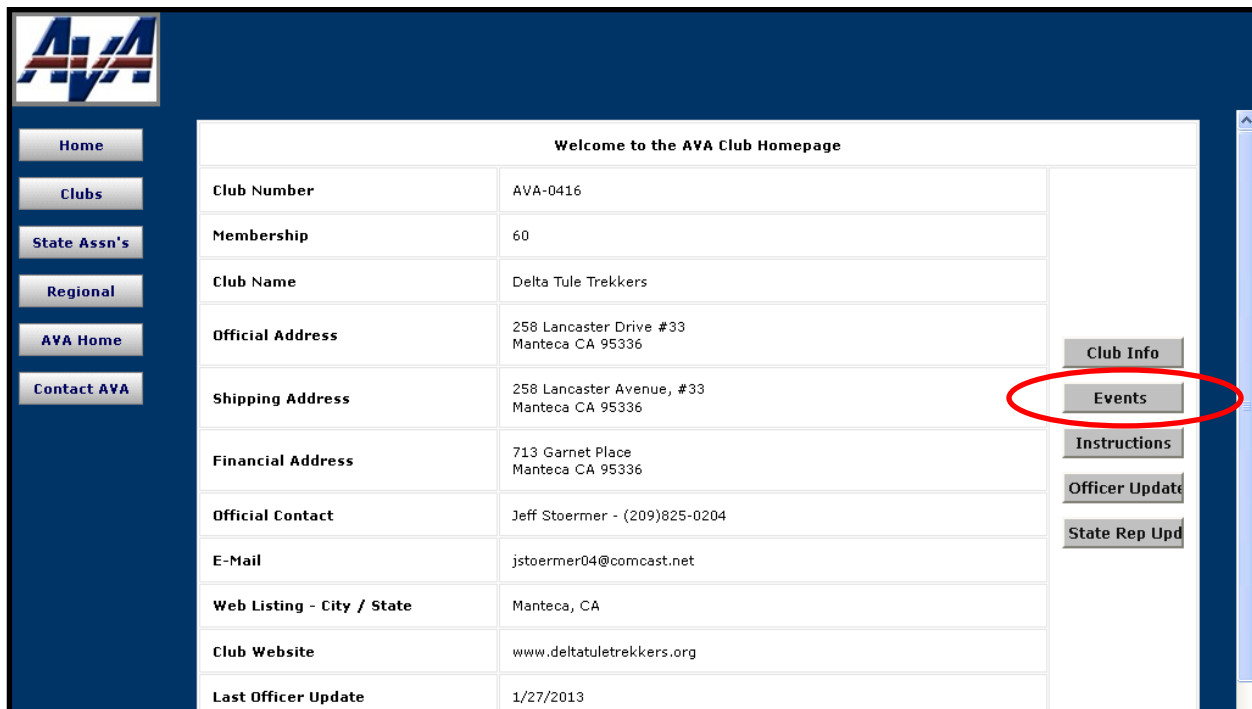


Figure 1 - Club Home Page

1. From your AVA Club Homepage, click on the **Events** button to get to the ESR Navigation page.

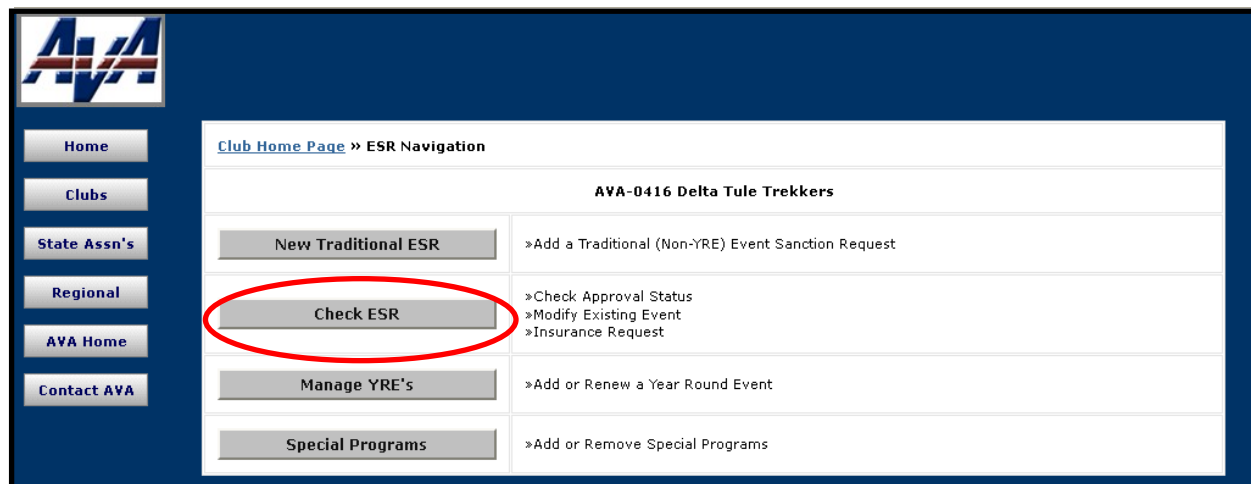


Figure 2 - Club ESR Navigation Page

2. Click on the **Check ESR** button to reach the Club ESR Status Listing Page.

Club ESR Status Listing
(sorted by entry date)
club: AVA-0416 Delta Tule Trekkers
[Return to ESR Navigation Page](#)

Event ID	Event City / State or Country	Insurance Request Date (click to request)	Entry Date	Approvals
Type	YRE #	Start	End	Special Special Program
95862	Tracy - Tracy Downtown Walk, CA Starting Point Listing	Date Submitted: 4/18/2013	4/8/2013 1:41:50 PM	Approvals
W	(9/7/2013) (9/8/2013)	Special Program Listing		Edit
95712	Arnold - Calaveras Big Trees Walk, CA Starting Point Listing	Date Submitted: 2/9/2013	2/5/2013 2:00:14 AM	Approvals
W	(6/1/2013) (6/2/2013)	Special Program Listing	5/1/2013	Participation Report

Figure 3 - Club ESR Status Listing Page

3. Locate the correct **Event ID** number for the report, **95712** in this example, and note that in the bottom right corner of the box there are two buttons; click on the button labeled **Participation Report** to reach the Event Participation Updates page.

[ESR Navigation Page](#) » [Club ESR Status Listing](#) » **Event Participation Updates**

Club	AVA-0416 Delta Tule Trekkers				
Event ID	95712				
Event City	Arnold - Calaveras Big Trees Walk				
State	CA				
Event After Action Report					
	Award	IVV Credit Only	Non-IVV	Free	Coupons
Participation	0	0	0	0	0
Submit Update					

Figure 4a - Traditional Event Participation Updates Page

4. Check the **Event ID** to ensure that you are about to enter data for the correct Traditional Event.
5. The values have already been set for zero, so you just need to enter the appropriate numbers in the five categories across the bottom of the form, double check, and then click the **Submit Update** button.

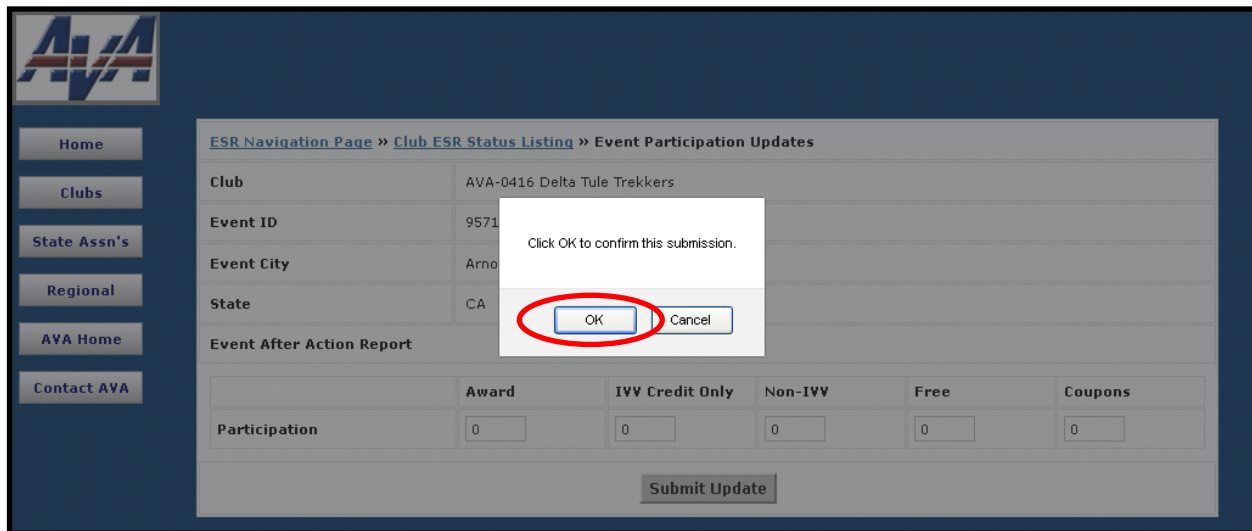


Figure 4b – Submit Confirmation Popup

6. When you click on **Submit Update** a popup will appear asking for confirmation. This is yet another opportunity for you to verify the participation numbers.
7. Click **OK** to submit your report, or **Cancel** if you want to make changes.

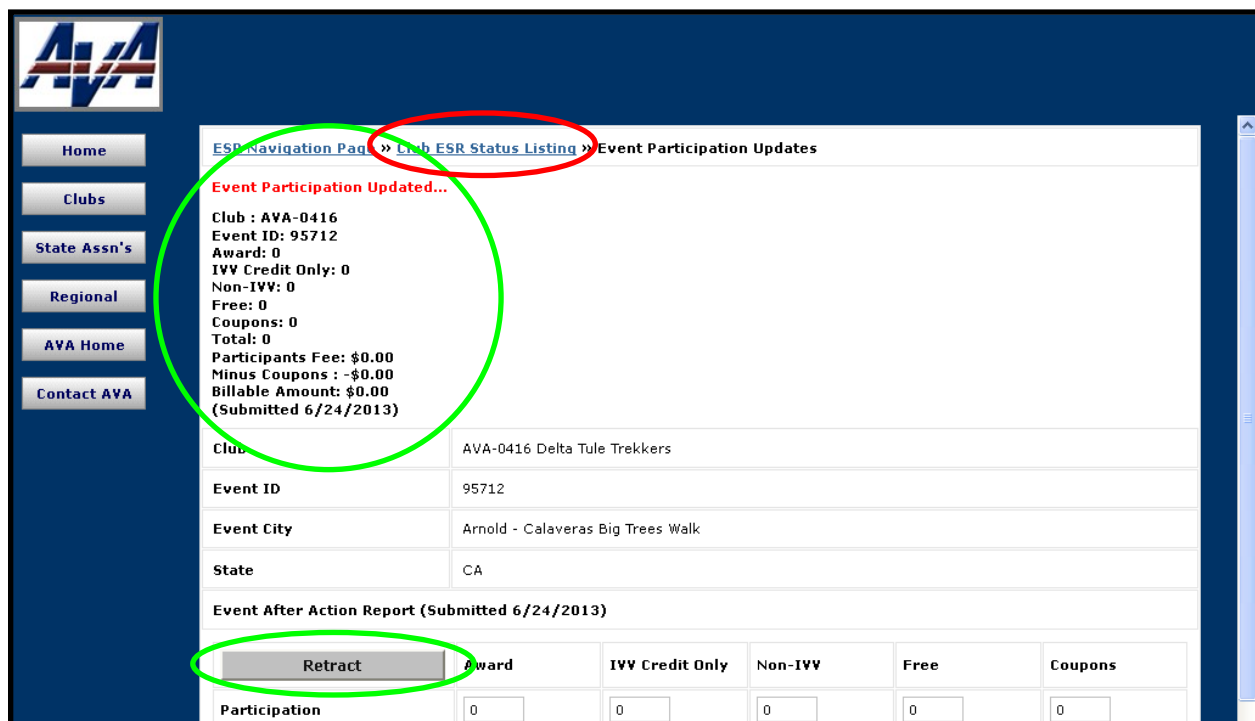


Figure 4c - Traditional Event Participation Updates Page – Updates Confirmed

8. Once the update information is submitted, a confirmation message will be displayed in the upper left of the Event Participation Updates page, and a **Retract** button will also be shown.
9. If the numbers are not what you intended, click on the **Retract** button to reset the form to all zeros and try again. (See page 3, Figure 4a)

You must make the correction immediately. The ESR and the retract capability goes away once the billing report has been printed at Headquarters. In that case, you will need to call Headquarters.

10. We urge you to use your internet browser's print capability to print this page before leaving it (the message will vanish when you leave the page and the electrons will be recycled).
11. An automatic e-mail notice is sent to the club POC showing the participation data that was entered. A sample email is shown on the page 8. Instructions on disposition of Free Walker Coupons can be found on page 9.
12. Click on [Club ESR Status Listing](#) to make additional reports, or click on [AVA Home](#) to return to the AVA Home Page.
13. Click on [Club ESR Status Listing](#) and we will see what it takes to submit a quarterly report for a Year Round Event.

ESR Navigation Page » Club ESR Status Listing » Event Participation Updates

Club	AVA-0941 Sierra Gold Striders
Event ID	93806
Event Number	2013/Y0255
Event City	Jackson - Town - Amador County
State	CA
Event Dates	1/1/2013 - 12/31/2013

YRE / Seasonal Quarterly Participation Report

Please fill in the checkbox with a mouse-click and enter the participation data for the quarter(s) you're submitting. Verify the quarter(s) you're submitting fall within the Event Dates (1/1/2013 - 12/31/2013). Quarters previously submitted are read-only. Incorrect submissions may be retracted and re-submitted.

Quarter	Award	IVV Credit Only	Non-IVV	Free	Coupons
<input checked="" type="checkbox"/> 1 (Submitted 4/13/2013) Item Billed	0	4	0	0	0
<input type="checkbox"/> 2 (Apr 1 - Jun 30) Due: 7/31/2013	0	0	0	0	0
<input type="checkbox"/> 3 (Jul 1 - Sep 30) Due: 10/31/2013	0	0	0	0	0
<input type="checkbox"/> 4 (Oct 1 - Dec 31) Due: 1/31/2014	0	0	0	0	0

Submit Update

Figure 5a - Year Round/Seasonal Event Participation Updates Page

- The values have already been set for zero, so you just need to enter the appropriate numbers in the five categories, double check and click on the **Submit Update** button.

All fields must have a number entered that is equal to or greater than zero.
For quarterly submission, make sure you check the box for the quarter you are submitting.

OK

Figure 5b – Quarterly Report Error Message

- Make certain that you have checked the applicable **Quarter**, or you will receive an error message.
- Click **OK** and *now* check the **Quarter** box.

17. Click on the **Submit Update** button again.

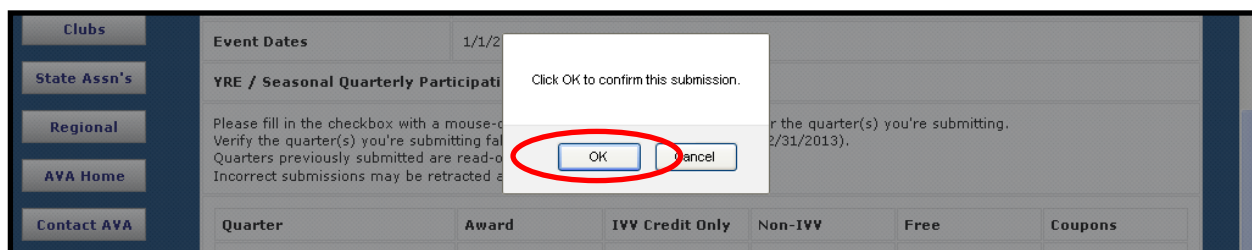


Figure 5c – Submit Confirmation Popup

18. A popup will appear when you click on **Submit Update**, asking for confirmation. This is another opportunity for you to verify the participation numbers.

19. Click **OK** to confirm the submission, or Cancel if you want to make changes.

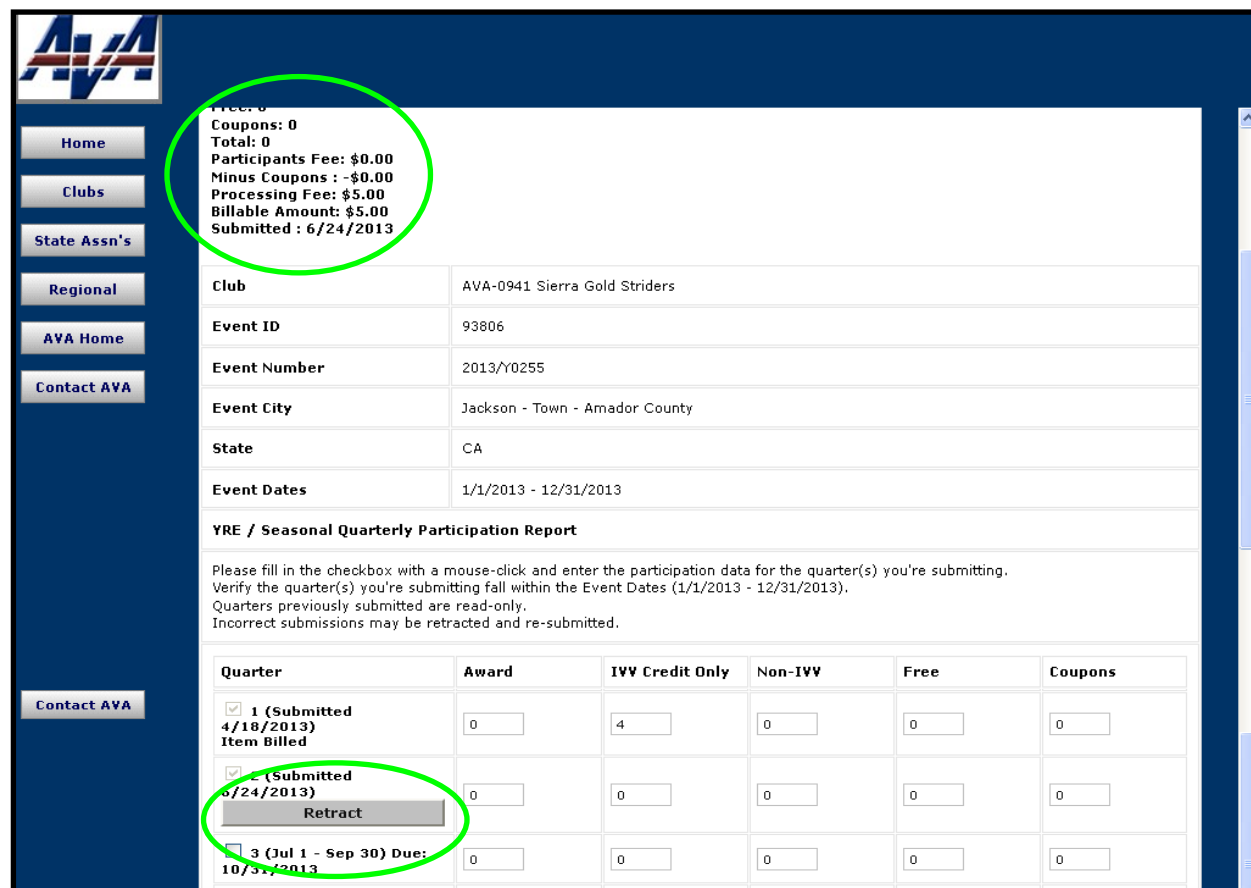


Figure 5d – Report Confirmation Message

20. A confirmation message will be displayed in the upper left of the Event Participation Updates page after the quarterly report is submitted, and a **Retract** button will be shown with the quarter entry line. (Note in Figure 5d that the First and Second Quarter reports have been submitted for this Year Round Event and that billing has been accomplished. Also note that the **Retract** buttons have disappeared. The same will occur for subsequent quarterly reports.)

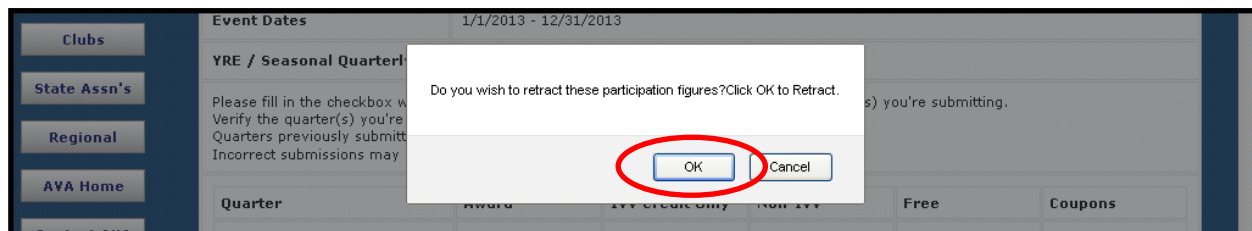


Figure 5e – Retract Confirmation Popup

21. If the numbers are not what you intended, click on the **Retract** button to try again. You will then get a popup asking you if you really want to retract your report.
22. Click on **OK** to retract your report and start all over at step number 14 on page 6.

Note: You must make the retraction immediately. As shown in Figure 5d, the retract capability goes away once the billing report has been printed at Headquarters. In that case, you will need to call Headquarters. You can also "correct" errors by adjusting the participation numbers in the report for the next quarter. Of course you will need to maintain your records and remember to make the adjustments.

23. Click on [Club ESR Status Listing](#) to make additional reports, or click on [AVA Home](#) to return to the AVA Home Page.

Subject: Quarterly Event Participation Submission
Date: Thu, 18 Apr 2013 12:52:53 -0500
From: <avahq@ava.org>
To: <sierragoldstriders@att.net>

Club: AVA-0941
 Event ID: 93806

Quarter 1
 Award: 0
 IVV Credit Only: 4
 Non-IVV: 0
 Free: 0
 Coupons: 0
 Total: 4
 Participants Fee: \$5.00
 Minus Coupons: -\$0.00
 Processing Fee: \$5.00
 Billable Amount: \$10.00
 Submitted: 4/18/2013

Figure 6 – Automatic Email

24. An automatic e-mail notice is sent to the club POC showing the participation data that was entered (see Figure 6). You might consider saving this email in an appropriately labeled folder in your email manager, Outlook or Outlook Express. You should consider using your internet browser to print this page before exiting the page (the message and **Retract** button will vanish when you leave the page).

25. Send no money now; just sit back and wait for the statement.



Figure 7 – Example Free Walker Coupon

Free Walker Coupons received for Traditional Event participation must be submitted by mail to the AVA Headquarters along with the IVV Certification Stamp post-marked within ten days after the event.

Free Walker Coupons received for Year Round and Seasonal Event participation must be submitted by mail to the AVA Headquarters no later than 30 days after the end of the quarter in which they are reported. However, clubs may elect to hold the Free Walker Coupons and include them in the fourth quarter for Year Round Events or the final report for Seasonal Events. These coupons must be mailed and post-marked within 30 days after the close of the season or calendar year.

All Free Walker Coupons must contain the club number and the five digit AVA Event Number on the back of the coupon as illustrated in Figure 7.

Do not send coupons to Headquarters unless they have been reported electronically. The club will not receive credit for coupons unless they are first entered on the participation report. This applies to both Traditional and Year Round/Seasonal Events.

d. Return event stamps to AVA (as required)

When your traditional event is complete, the stamp must be returned to AVA (postmarked by the 10th day of after the final day of the event). The stamp and handle should be cleaned by using alcohol in a low dish and a soft bristle brush before being returned. YRE and seasonal event stamps must be returned to AVA within 30 days after completed on the YRE or seasonal event. Clean the stamp in the same manner described above.

e. Pay state incorporation fees

Usually your state's Secretary of State requires a fee to operate as an incorporated entity in the state. Fees vary from state to state. When you incorporate, you will be required to submit Articles of Incorporation (VERY similar to your club's BYLAWS). One of the requirements is that in the closing articles, you must designate that if your club goes out of business, the remaining funds will go to a nonprofit organization. Please contact your state's Secretary of State for all requirements.

f. Pay annual AVA dues

Your club will be billed annually for AVA dues. When you receive that bill, write the check, authenticate it (if your club requires this), and submit it to AVA.

4. Prepare an annual budget and present to Executive Committee Club. Track spending against budget.

5. Enroll and renew members in the club (unless the club has a separate Membership volunteer) and collect dues.

When you collect the annual dues, this will require a note in the Income ledger. In the Income Ledger, you must note any names of those who paid. Then when you deposit these funds in your club account, all you will need is the total amount. The same is required for new members. For new members, be sure to get contact information which will be turned over to the secretary.

6. Receive and distribute club funds as required. Advise the President regularly as to the adequacy of club funds to meet club obligations.

Some clubs require that checks be authenticated – that is, in addition to your signature, the President's signature may be required too.

7. Monitor club funds and assets operated by committees.

Be sure that committees provide receipts for reimbursement.

8. Record and maintain central records of all club assets and liabilities. (In concert with the salaried accountant, if one is employed.)

One of the central records you must maintain are start cards from your club events and the registration pages for your club YREs. These must be maintained for 7 years. As shown in Para 1 above, all financial records must be maintained for 7 years.