

APPENDIX C: AVA DUE DATES

Requirement	Due Date	Paperwork
New Club Actions		
Application for Club Membership	When applying	Form 201
EIN	Before applying	IRS Form SS-4
Request for 501(C)(3) Status ¹	With application	Form 102C3
Proof of IRS Tax Exemption ²	With application or when received from IRS or parent organization	Certification from IRS or parent organization.
General Actions		
Annual Financial Report ¹	Between Jul 1 and Nov 15 ¹ (late fee after Nov 15; NGS after <u>Dec 31</u>) Not applicable if not part of AVA IRC 501(C)(3) group exemption ²	AVA Form 102C3F
Award Nomination		
National	Even-numbered years, submitted to RD by November 1st before biennial regular meeting/convention	AVA Form 302 or 303PA
Regional	By date set by RD	AVA Form 303
IRS Form 990	Between July 1 and Nov 15-By the 15th day of 5th month following end of fiscal year ² (late fee, NGS after Nov 15) ¹	IRS Form 990/990EZ/990-N
Commercial Sponsorship	Coordinate with CEO before signing	
Dues	July 1 (late fee, NGS after Sep 1; NGS if not paid by after Oct 1; declared <i>inactive</i> as of Dec 31)	
Officer Update	Within 30 days of change or between Jan 1 and Nov 15 annually (late fee after Nov 15; NGS after Dec31)	AVA website
Publications	Submit 1 copy to AVA National Office	Publication
Event Related Actions		
Sanction Request		
Traditional	NLT 90 days prior to event	ESR through ESS on AVA website
Year-Round/Seasonal	June 1-Sep 1 of preceding year (Seasonal events may be sanctioned 90 days in advance, but only those meeting the above deadline will appear in the Starting Point.)	ESR through ESS on AVA website
Brochure & Award Review	NLT 60 days before event to RD or designee	Draft of brochure; drawing of award Form 405
Post Information to Web	When event is approved	Club event page of ESS on AVA website
Additional Insured	60 days before date needed ³	ESR of ESS on AVA website
Accident	Report within 10 days to National Office	AVA Form 403IR
After-Action		

Requirement	Due Date	Paperwork
Participation Report for		
Traditional Event	NLT 30 days after end of event ³ (NGS if late)	Club event page of ESS on AVA website
Year-Round/Seasonal Event	NLT 30 days after end of each quarter (late fee, NGS if late)	Club event page of ESS on AVA website
Coupons from		
Traditional Event	Retained by club treasurer	
Year-Round/Seasonal Event	Retained by club treasurer	
Advertise in TAW		

¹If under AVA IRS Group Exemption only ²If not under AVA's Group Exemption only. ³NGS– Not in Good Standing

Separate Policy

AVA Special Programs Management policy is published separately.

Requirement	Due Date	Paperwork
Propose Special Program	Before first BOD meeting of calendar year	Written request through RD to AVA Special Programs Committee chairperson containing effective calendar year dates, description of program theme, copies of booklet budget, rendering of award, statement (part of application form provided) agreeing to conform to AVA's financial policies regarding this program
Financial Reports	Interim report due by 30 days following the end of book sales. Final report due a year after.	(AVA National Office provides financial report format)
Monies Due the AVA	By January 30 and July 30 for preceding 6-month period to AVA Financial Director	Check Copy of financial report
Participation Roster	Provide upon request	Roster with names, addresses, email addresses if possible, and annotated for those who completed program