



Club/State Federation Group Exemption Application

Type of Subordinate group: GFWC Club State Federation

1. Complete Name of Club/State Federation: _____

*(All Clubs/State Federations **must have GFWC** in the Club/State Federation name in order to be included in GFWC's group exemption. If your Club/State Federation currently does not include GFWC in it's name, include the date that you expect your Club/State Federation to make this change in your bylaws. You will have time to change your bylaws before the final paperwork is due in early 2019. Please send a current copy of your bylaws with this application, then forward a copy of your Club/State Federation bylaws once it reflects GFWC in the Club/State Federation name.)*

2. Please state why your club wants 501c3 tax exempt status. Cite two (2) examples of how your club will use this status.

3. Name of the Club/State Federation President: _____

4. Name and title of the Club/State Federation contact if other than the Club President:

a. Name: _____

b. Title: _____

5. Contact Address for Club/State Federation:

a. Street: _____ Apartment/Unit: _____

b. City: _____ State: _____ Zip Code: _____

6. Contact E-mail for Club/State Federation: _____

7. Contact Phone Number for Club/State Federation: _____

8. Employer Identification Number (EIN): _____

(You may find information on how to obtain your Employer Identification number at this link to the IRS website: <https://www.irs.gov/Charities-&-Non-Profits/Obtaining-an-Employer-Identification-Number-for-an-Exempt-Organization>)

9. Copy of Founding Documents (check all that apply to your club/state federation):

- Articles of Incorporation (Enclose copy)
- Club is not an incorporated Club, and thus does not have Articles of Incorporation
(your club/state federation does not have to be incorporated in order to apply for group exemption)
- Bylaws and/or Constitution (Enclose copy)
 - *(All GFWC Clubs are required to have Bylaws and/or a Constitution. If you do not know where your Club's Bylaws/Constitution are, or your club does not have Bylaws/Constitution, please contact your State Federation, or refer to the Club Manual for guidelines and instructions on creating Club Bylaws/Constitution. You may also visit the GFWC website or contact the GFWC Membership Department for further information at www.GFWC.org)*
 - *(The Club's/State Federation's bylaws must eventually include: 1) that the club/state federation is organized for charitable purposes in its stated purpose, objective, or mission statement as a 501(c)(3) organization, 2) that the Club/State Federation must not be operated for the benefit of private interests and no part of a section 501(c)(3) organization's net earnings may*

benefit any private individual, and 3) that should the Club/State Federation disband, any funds still held will be distributed to charitable organizations. If your Club/State Federation currently has a different stated purpose, include the date that you expect your Club/State Federation to make this change in your bylaws. You will have time to change your bylaws before the final paperwork is due in early 2019. Please send a current copy of your bylaws with this application, then forward a copy of your Club/State Federation bylaws once it reflects the correct stated purpose.)

- Trust Agreement (*Enclose copy*)
- Club does not have a Trust Agreement (*your club/state federation does not have to have a trust agreement to apply for group exemption*)

10. All Clubs/State Federations must have the same fiscal year as the central organization, GFWC, which is July 1 to June 30.

(If your Club/State Federation currently has a different fiscal year, include the date that you expect your Club/State Federation to make this change in your bylaws. You will have time to change your bylaws before the final paperwork is due in early 2019. Please send a current copy of your bylaws with this application, then forward a copy of your Club/State Federation bylaws once it reflects the July 1 to June 30 fiscal year.)

a. Club/State Federation's current fiscal year: _____

11. Does your Club/State Federation's annual gross receipts exceed \$50,000 annually? _____

12. Has your Club/State Federation filed a tax return with the IRS? _____

a. If yes, include the date of the last return and enclose a copy: _____

b. If no, enclose a copy of your Club/State Federation's 2016 and 2017 Treasurer's Report.

Copy enclosed? _____

13. Statements of Affirmation:

I confirm this GFWC Club/State Federation (*please circle one*) is operating in accordance with its stated purpose in the bylaws or other founding documents.

Club/State Federation President (*please initial*): _____

I confirm that this GFWC Club/State Federation (*please circle one*) is not a private foundation.

Club/State Federation President (*please initial*): _____

I confirm that this GFWC Club/State Federation (*please circle one*) wishes to be maintained under the GFWC group exemption.

Club/State Federation President (*please initial*): _____

I confirm that the information being submitted is accurate and complete to the best of my knowledge. (*Signed by Club/State Federation President or contact if other than President*)

Name: _____

Title: _____

Signature: _____

Date: _____

Please e-mail or mail completed forms and enclosed documentations by **March 1, 2018**, to Melanie Gisler, Membership Services and Programs Director at:

Email (recommended)
mgisler@gfwc.org

Or

Mail
GFWC
ATTN: Melanie Gisler
RE: Group Exemption
1734 N ST NW
Washington, DC 20036