



United States Orienteering Federation, Inc.
Executive Director's Office - P.O. Box 505 - Riderwood, MD - 21139
Membership & Accounting Office - P.O. Box 1444 - Forest Park, GA - 30298

2013 ORIENTEERING USA MEMBER CLUB CHARTER RENEWAL

Orienteering USA club charters run on a calendar-year basis and are now due for renewal. To renew for 2013, complete this form and return it with the required fees and documentation by February 1, 2013. If you fail to meet this deadline, your club will not be covered by the Orienteering USA liability insurance until your charter renewal is received. Please read the enclosed instructions before filling out the form.

Regular Clubs: A Regular Club must have a minimum of five Orienteering USA members claiming primary membership with the club. A Family membership counts as 2 members. For club group memberships (school, scouts), count every member of the group who uses club membership benefits. If your club has less than five Orienteering USA members, you will need to include membership applications or charter as an Associate Club.

Associate Clubs: An Associate Club need not have a minimum number of OUSA members. If the Club has 8 or more Orienteering USA members who claim primary membership with the club (counting as in the Regular Club section above), the club can only apply for Regular Club membership.

Club _____ President /CEO _____
C/O _____ Phone/Email _____
Address _____ Secretary/equiv. _____
City/St/Zip _____ Phone/Email _____
Phone _____ URL _____

Is club incorporated? _____ Which state? _____ Type of Club: Regular? ___ or Associate? ___

Orienteering USA bases club charter fees on 3 factors: 1) non-A event club Starts, 2) flat recharter fee of \$20, & 3) total primary club members. Your counts must be actual, not estimated, and may be audited.

Total Starts in 2012 at club events (see instructions enclosed) _____ x \$ 1.00 = _____
Plus re-charter fee \$ 20.00

Plus total primary members in your club as of December 15, 2012, including OUSA and non-OUSA members, counting family memberships as two _____ multiplied by either \$3.50 (Regular Clubs & Associate Clubs in OUSA 4 yrs or more) = _____ -or- \$2.00 (Associate Clubs in OUSA 3 yrs or less) = _____

Equals total amount due (total starts fee, re-charter fee and club memberships fee) _____

Mail form & fees to PO Box 1444, Forest Park GA 30298. Make checks payable to "Orienteering USA" or "United States Orienteering Federation" (no acronyms please). Thanks!

Please answer these VITAL questions.

How many total days of non-A events in 2012? _____ How many total days of A events in 2012? _____

Count the total number of orienteering events, and starts, by type hosted by your club during 2012:

Number of Events: Foot O _____ Ski O _____ MBO _____ Trail O _____ Other _____
Number of Starts: Foot O _____ Ski O _____ MBO _____ Trail O _____ Other _____

FYI, enclosed is a list of OUSA members claiming primary membership with your club. Have a great 2013.

2013 Orienteering USA Club Charter Renewal Notes and Requirements.

Charter Renewal Fee Structure

Orienteering USA Charter renewal fees have 3 components:

- A re-charter fee (flat \$20)
- A Club Dues component based on non-A-meet starts
- A Club Dues component based on the number of club memberships.

How to Count Starts

For the calculation of the Club Dues component based on starts, you will need to go to your club records and do an actual count from either your starts or results lists. No estimates! Starts should be totaled for every club-sponsored event in 2012 which generated a start, finish, or results list.

- Anyone running a course individually counts as one Start. A group of people running together with one result counts as one Start. Clubs should report the number of Starts by counting them off of the results or start lists.
- A-meet competitive starts are not included in this reporting requirement, as they are covered separately through A-meet Sanctioning fees. However, non-competitive (recreational) Starts at A-meets are included in this reporting requirement.
- Exception: Events whose entire net receipts are donated to Orienteering USA (for example, fundraisers for the U.S. Team) are exempt from this reporting requirement. If the receipts are split between the club and Orienteering USA, all Starts must be counted.
- Accuracy will be expected and counts may be audited. It's a good idea to document your count.
- New This Year! Please notice the tabulation of both event **and** start totals by type (foot, ski, etc).

How to Count Club Memberships

For the calculation of the Club Dues component based on club memberships, count your club members as of December 15, 2012, counting family memberships as two members. If you have a group membership (school, scouts, etc.), you must count every member of the group who uses his/her club membership benefits, such as receiving a member discount at a local meet.

IRS Compliance

In addition to fees, the OUSA Board of Directors has decided to monitor clubs' compliance with Federal law regarding IRS exempt organization status. Each club which does not have a current IRS exempt organization determination letter on file at the OUSA Accounting Office is required to submit a Non-Profit Status Report (enclosed) signed by 2 club officers. If you received this report in your mailing, you are required to file it. If your IRS status has changed since you filed a copy of your 501(c) determination letter, please inform the OUSA Accounting Office.

Statistics

It is very important that you accurately report the Vital Statistics on the lower portion of the Club Charter Renewal form.

If you have any questions or need help, please e-mail OUSA@comcast.net

Please mail forms and fees (make checks payable to **Orienteering USA**) by February 1, 2013, to:

Orienteering USA
PO Box 1444
Forest Park GA 30298

Orienteering USA Chartered Club Non-Profit Status Report

Clubs who do not have a 501(c) determination letter on file at the OUSA Accounting Office must file this report with your Orienteering USA Charter Renewal.

Club Name _____

Please answer all questions.

Question #1

Is a copy of the club's current IRS exemption determination letter enclosed? Yes No

-OR-

If currently in the process of applying for exempt status, is a copy of the IRS receipt or application letter enclosed? Yes No

Question #2

Current IRS exemption type 501(c)_____ -or- Other _____

Question #3

Did the club file an IRS Form 990, 990-EZ or 990-N for 2011? Yes No

If you answer "No" to either Question #1 or Question #3, attach a report of your club's progress in complying with the IRS requirements for applying for tax exempt status and/or filing annual reports,

Signature of 2 Club Officers Required

Signature _____ Date _____

Print Name _____

Position _____

Signature _____ Date _____

Print Name _____

Position _____