

APPLICATION FOR A USOF/OUA ASSOCIATE CLUB CHARTER

To: USOF (dba Orienteering USA)
824 Scotia Rd, Philadelphia, PA 19128

The undersigned apply to the United States Orienteering Federation (USOF) for issuance of a charter for the formation of a sanctioned associate club and apply to affiliate with the United States Orienteering Federation. The club, once its membership contains eight or more individuals who are USOF members in good standing, must apply for regular club membership.

The club will be named _____ and will be located in the State of _____.
As an official club abbreviation, we would prefer _____ if it is not already in use. If this charter is granted, we the undersigned agree to abide by the Constitution and Bylaws of the United States Orienteering Federation.

Signature	Name	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Additional signatures, names and addresses may be written on the reverse side.)

Name of club contact _____
Club address _____
City/St/Zip _____
Information Phone number (optional) _____ - _____ - _____
Web Site _____
Date _____
Club President Name _____
Phone & Email _____
Club Secretary Name _____
Phone & Email _____

Charter application fee \$ 40.00

Club memberships fee: Total primary members in your club including USOF and non-USOF,
counting family memberships as two _____ x \$2.00 = _____
Equals the total amount due to apply for your club charter _____

Annual associate club renewal fees are payable thereafter by February 1 of each year. If the initial year commences after October 1, club fees are considered paid for the following calendar year. You must also complete and enclose the USOF Chartered Club Non-Profit Status Report.

USOF Chartered Club Non-Profit Status Report

Please file this report with your USOF club charter application

USOF Club Name _____

Please answer all questions. 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.

Question #1

Is a copy of the club's current IRS exemption determination letter enclosed?

-OR-

If currently in the process of applying for exempt status, is a copy of the IRS receipt of application letter enclosed? ___Yes___No

Question #2

Current IRS exempt status 501(c)____-or- Other _____

Annual Filing Requirements

In order to maintain their exempt status, most nonprofits have to file annual reports. Larger nonprofits that have gross receipts of more than \$25,000 have to file Form 990 or 990-EZ. Small nonprofits with gross receipts of \$25,000 or less must file the new electronic Form 990-N (e-Postcard).

An organization's gross receipts are considered *normally* to be \$25,000 or less if the organization is:

1. Up to a year old and has received, or donors have pledged to give, \$37,500 or less during its first tax year;
2. Between one and three years old and averaged \$30,000 or less in gross receipts during each of its first two tax years; or
3. Three years old or more and averaged \$25,000 or less in gross receipts for the immediately preceding three tax years (including the year for which the return would be filed).

Question #3

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

If you answer "No" to either Question #1 or Question #3, attach a report of your club's intentions for 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 _____

Questions? Contact contact@orienteeringusa.org