

APPENDIX C: AVA DUE DATES

Requirement	Due Date	Paperwork	AVA Policy Manual References
New Club Actions			
Application for Club Membership	When applying	Form 201	2.01.II.A.1
EIN	Before applying	IRS Form SS-4	1.02.II.A & 2.01.II.A
Request for 501(C)(3) Status ¹	With application	Form 102C3	1.02.II.C & 2.01.II.A
Proof of IRS Tax Exemption ²	With application or when received from IRS or parent organization	Certification from IRS or parent organization	1.02.II.C
General Actions			
Annual Financial Report ¹	Between Jul 1 and Nov 15 ¹ (late fee after Nov 15; NGS after Dec 31) Not applicable if not part of AVA IRC 501(C)(3) group exemption ²	AVA Form 102C3F	1.02.II.D.2 1.02.III
Award Nomination			
National	Even-numbered years, 1 st day of 8 th month before biennial regular meeting/convention	AVA Form 302 or 303PA	3.03.A.1
Regional	By date set by RD	AVA Form 303	3.04.A.2
IRS Form 990	Between Jul 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	1.02.II.D 1.02.III.B
Commercial Sponsorship	Coordinate with ED before signing		1.03.II.A/B
Dues	July 1 (late fee, NGS after Sep 1; NGS if nt paid by after Oct 1; declared <i>inactive</i> as of Dec 31)		2.02.II.A
Officer Update	Within 30 days of change or between Jan 1 and Nov 15 annually (late fee after Nov 15; NGS after Dec 31)	AVA website	1.02.II.D.1, 1.02.III.D
Publications	Submit 1 copy to AVA National HQ	Publication	1.06.II.C
Event Related Actions			
Sanction Request			
Traditional	NLT 90 days prior to event	ESR through ESS on AVA website	4.07.II.B.1
Year-Round/Seasonal	June 1-Aug 31 of preceding year (Seasonal events may be sanctioned 90 days in advance, but only those meeting the above deadline will appear in the <i>Starting Point</i> .)	ESR through ESS on AVA website	4.07.II.B.2
Brochure & Award Review	NLT 60 days before event to RD or designee	Draft of brochure; drawing of award Form 405	4.07.II.B.9
Post Information to Web	When event is approved	Club event page of ESS on AVA website	4.10.II.A
Additional Insured	60 before date needed ³	ESR of ESS on AVA website	4.08.II.B
Accident	Report within 10 days to national HQ	AVA Form 403IR	4.08.II.D
After-Action			
IVV Certification Stamp - Traditional Events - Seasonal Events less than 3 months	Postmark NLT 10 days after last day of event (late fee, NGS if late)	Padded envelope	4.12.II.E

Requirement	Due Date	Paperwork	AVA Policy Manual References
IVV Certification Stamp - Seasonal events of 3 months or longer Year-round events	Postmark to be received NLT 30 days after quarter in which event ends <u>(late fee, NGS if late)</u> Not applicable if seasonal renewed in timely fashion		4.12.II.E
Participation Report for Traditional Event	NLT 30 days after end of event ³ (NGS if late)	Club event page of ESS on AVA website	4.11.II.B.2 and C
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	4.11.II.B.3 and C
Coupons from Traditional Event	Send with IVV Certification Stamp to AVA HQ		4.11.I.C.1
Year-Round/Seasonal Event	Send with IVV Certification Stamp or postmarked within 30 days of end of each quarter to AVA HQ		4.11.I.C.2
Advertise in TAW			See TAW for details

¹ If under AVA IRS Group Exemption only ² If not under AVA's Group Exemption only NGS - Not in Good Standing (see also Policy 2.03)

Separate Policy

AVA Special Programs Management policy is published separately.

Requirement	Due Date	Paperwork	AVA Special Programs Policy References
Propose Special Program	Before first NEC 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 and budget, rendering of award, statement (part of application form provided) agreeing to conform to AVA's financial policies regarding this program	3.B, 4.A
Semi-annual Activity/ Financial Reports	By January 30 and July 30 for preceding 6-month period to AVA through Special Programs Committee Chair Upon request in May of odd-numbered years	(AVA national headquarters provides financial report format)	5.C.1.c, 5.E
Monies Due the AVA	By January 30 and July 30 for preceding 6-month period to AVA Financial Director	Check Copy of financial report	5.C.1.c, 5.E
Participation Roster	Provide upon request	Roster with names, addresses, email addresses if possible, and annotated for those who completed program	5.D