

Chapter Treasurer

2012-2013



QUESTIONS?

AMBUCS Resource Center

336-852-0052 fax 336-852-6830 email ambucs@ambucs.org www.ambucs.org

PO Box 5127 High Point NC 27262

2 Chapter Treasurer

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The Chapter Treasurer

The Chapter Treasurer is the financial officer of the chapter. His or her responsibilities are of vital importance to the chapter's successful operation. In preparation for your year as Chapter Treasurer, read your chapter's bylaws carefully. The bylaws and optional chapter policy are broad workable documents which set forth the rules and regulations under which your chapter operates. It outlines the limits of chapter operation. You and your chapter president will be well advised to know these limits, for it promotes the democratic process within the chapter. You should have a copy in your chapter's files. If not, request a copy from the permanent files of the AMBUCS™ Resource Center.

Job description

The treasurer is responsible for safeguarding the chapter's funds. The treasurer:

1. Keeps the chapter's financial accounting in order.
2. Reports to the board and chapter the status of the chapter's finances, including actual expenditures and income compared to budgeted amounts.
3. Provides a consistent voice for fiscal conservatism and analytical decision making within the board.
4. Attends all chapter and board meetings.

What a Treasurer Has to Do

1. Manage the bank account. Your chapter should have an account for operating expenses and charitable fund.
2. Bookkeeping system to record your group's income and expenses.

3. Documentation for every bookkeeping transaction.
4. An expense reimbursement policy.
5. An expense reporting form.
6. An annual budget.
7. A once yearly Treasurer's Report printed in your local chapter newsletter.
8. An annual financial review.
9. File Form 990 or 990-N with IRS by October 15th.
10. Meet any reporting obligations required by your state. These may include charitable registrations or reports by corporations.

Chapter Budget

Preparation. The chapter's budget should adequately estimate income and expenditures for the coming year. Once the president-elect has met and trained the new Board of Directors, each committee chairperson should discuss plans for the year with the president-elect. These plans are made considering traditional events or methods as well as the new plans to be initiated during the year. An estimated cost should be developed for each event. It would be helpful if previous expenditures of the committee and previous budget figures were given to the committee chairperson at the chapter board training session. The Service Committee should set aside time for budget preparation and allow each chairperson an opportunity to present a request in person.

Approval. Once all budget requests have been considered and a proposed budget prepared, it is presented to the June meeting of the Board of Directors for approval. Once accepted by the Board of Directors, the bud-

get is presented to the general membership as a recommendation from the Board, for final approval. The approved budget serves as a financial guide for the year, and may be amended as necessary.

Reporting. AMBUCS chapters are required to file annual reports in August, using Form 135 and Form 136. These forms are submitted to the AMBUCS Resource Center.

Modification. The Service Committee works together with the Board and Treasurer to see that budget guidelines are observed. As modifications are necessary, they should follow the same approval process as the original budget.

Sample Chapter Budget

(based on 30 Members - meeting weekly with a meal)

The figures in this budget may bear no relation to your actual costs. USE IT ONLY AS A GUIDE.

A chapter budget template is available on the AMBUCS web site.

Anticipated income

Chapter Dues @ \$5.00/month x 12 months	\$60
Income per member	\$60

Dues (\$60 x 30 members)	\$1,800
Admission Fees (\$10 x 6 new members)	60
Total anticipated income	\$1,860

Anticipated expenses

National dues (\$25 x 30 members)	\$750
Liability Insurance (\$26 x 4)	104
District dues (\$12 x 30 members)	360
New Member fees to National (\$10 x 6)	60
Office Supplies	50
Friendship Committee	50
New Club Building Project	50
Information Committee	25
Fun Committee	25
Past chapter officers' plaques and pins	200
Treasurer's Bond (\$5,000)	100
Miscellaneous	25
Total anticipated expenses	\$1,799

Other Optional Expenses

Living Endowment giving (\$40 x 30 members) (Optional)	\$1,200
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Spring Training (\$25 x 5)	125
Regional Conference (5 Delegates)*	375
National Conference (2 Delegates)**	\$1,700

* Regional Conference (5 delegates)

\$25 Registration fee x 5 delegates	125
\$50 Travel allowance x 5 delegates	250
Total	\$ 375

** National Conference (2 delegates)

Travel Allowance (1800 miles round trip)	\$200 ea.
Hotel allowance	400 ea.
Registration fee	200 ea.
Misc	50 ea.
Total (\$850 x 2 delegates)	\$1,700

NATIONAL FEES, DUES, LIVING ENDOWMENT GIVING

Fees

New Member admission fee. The new member fee is \$10. New member fees will be invoiced at the time of the new members join date. **The invoice is emailed or mailed to the chapter treasurer and a copy is also sent to the chapter secretary.**

Reinstated member admission fee. The fee for reinstatement of a former member is \$10 (see Reinstatement definition of the Officer Guidelines Secretary Section. The \$10 admission fee will be invoiced at the time of the reinstated members join date. **The invoice is emailed or mailed to the chapter treasurer and a copy is also sent to the chapter secretary.**

Transferring member admission fee. There is no fee to National AMBUCS™ for transfer of membership from one chapter to another, providing the transfer is completed within sixty (60) days. After sixty (60) days, a reinstatement fee is required. (See transfer definition in the Officer Guidelines Secretary Section.

Chapter Liability Insurance

Liability Insurance. Chapters are also billed in advance \$26.00 per quarter for Chapter Liability Insurance.

National Dues

Billing of National dues. Quarterly membership statements are sent to you about the 15th of the month following the close of the quarter. A quarterly dues invoice is included. Chapters are billed* in advance for each quarter for all active members of record (Blue Chip). ***CONTACT THE AMBUCS RESOURCE CENTER TO FIND OUT YOUR CHAPTER'S DUES STRUCTURE ACCORDING TO THE NEW DUES REDUCTION PLAN . AMBUCS™ Resource Center records are considered official and billing is based on those records, as shown on the quarterly Blue Chip Report. NO ADJUSTMENTS ARE ALLOWED.** This is why it is so important that a chapter keeps its records current with the AMBUCS™ Resource Center.

Payment is due upon receipt. This expense does not require board action, and should be paid as soon as possible. Checks are payable to National AMBUCS™

Delinquent National dues. National dues are considered delinquent if unpaid in thirty (30) days. A 2% late charge will accrue every 30 days for each past due invoice. If your chapter is declared "nearly not in good standing" the President is requested to contact the Treasurer and have the payment mailed to be received in the AMBUCS™ Resource Center by the 1st of the coming month. If National obligations remain unpaid at the end of the quarter, the chapter automatically loses its "good standing" It is not eligible to vote in national or district activities nor at conferences. Upon payment of obligation, the chapter shall automatically be reinstated to "good standing" in the association.

Membership changes. The National Board of Directors has instructed the AMBUCS™ Resource Center to close membership records as of the 10th of each quarter and prepare the billing based on the collected records. **It has also instructed the AMBUCS™ Resource Center that no adjustment in back dues is to be made for unreported deletions.** Changes received on or after the 10th on the month are reflected in the following quarter billing.

First Quarter - June 1 - Sept 10

Second Quarter - Sept 1 - December 10

Third Quarter - December 1 - March 10

Fourth Quarter - March 1 - June 10

Chapter Friends Members Dues and Renewals.

Friends Individuals – membership renewal \$25.00 (dues) billed directly to the Friend member .

Friends of Chapters - membership renewal \$25.00 (dues) billed directly to the chapter.

Friends by Sponsor - membership renewal \$25.00 (dues) billed directly to the sponsor of the Friend member.

Friends members are processed when their first \$25.00 annual membership (dues) contribution is received by AMBUCS™ Resource Center. Payment must be received before membership is recognized. Of course, your chapter receives scorecard credit for Friends affiliated with your chapter or sponsored by your members.

Friends members are then billed \$25.00 annually for a renewal. The billing is directed to the various parties based on the Friend member type. Therefore it's imperative that AMBUCS™ Resource Center have the correct status for each Friend member. For example, the Friends member's renewals are mailed according to the following schedule:

Official Confirmation Reports. Membership additions and deletions are verified through mailed confirmation reports (New Member

invoice or a dropped member confirmation reports within two weeks contact the Resource Center. A Packet & Stars Packing Slip is mailed to the Chapter President with the new members pin and packet. If the new member's sponsor is a Big Hatter, the sponsor's star pin is included.

Living Endowment Giving. If you collect Living Endowment contributions from your chapter members, please send it as a separate check from your dues payment. Include a listing of each member and their contribution. It is important that you also indicate how your chapter or member(s) want their contribution to be allocated. Mark how you want the contribution applied:

1. AMBUCS™ Scholars-Scholarships for Therapists
2. AMBILITY® PROGRAM
3. Cornerstone (AMBUCS™ growth and development)

For example, one third of your contribution could be given to each program, or some other proportion. Please make your checks payable to AMBUCS™ Living Endowment Fund. More information about these programs is located in the Programs Section.

Supply invoices. A numbered invoice is sent for each supplies order from AMBUCS™ Resource Center. Supply invoices are due upon receipt, a 2% late charge will accrue every 30 days for each past due invoice. Unpaid balances show on chapter statements, which are generated if a chapter has an unpaid balance. Checks are payable to National AMBUCS™. Only Chapter Presidents, Secretaries, and Treasurers are authorized to charge your chapter's account.

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Invoice or Dropped Member Confirmation). These official communications are emailed to the Chapter Secretary and Chapter Treasurer. If you do not receive a new member

AmTryke® invoices. A numbered invoice is sent for each order from AmTryke®, LLC. Invoices are due upon receipt, a 2% late charge will accrue every 30 days for each past due invoice. For a chapter to be considered in “good standing” all AmTryke® invoices must be current. Checks are payable to AmTryke®, LLC.

Additional magazine subscriptions. Some chapters ask that their Honorary and Emeritus members receive the *AMBUCS™ Magazine*. At the beginning of the fiscal year, June 1st, a statement of \$12 per number of these members is billed to the chapter.

Chapter dues

Each chapter must have an adequate dues structure to operate. If dues and admission fees are too high, people cannot afford to belong. If dues and admission fees are too low, the chapter cannot perform its services for the members. It is recommended that chapter dues be at least \$10 per month plus meals. district dues vary according to districts but on an average of \$1.75 per month. An Additional \$2.00 per month is needed to support other general expenses of the chapter, i.e. newsletter paper, postage, office supplies, speakers gifts, treasurer’s bond, conference expenses of the chapter officers and members. Standard items for inclusion in a budget are listed on this page.

Billing. Chapter dues are payable in advance and usually are billed monthly or quarterly. It is strongly recommended, wherever

possible, that monthly dues include the price of meals. This has several advantages:

1. It promotes regular attendance since the member has already purchased the meal.
2. It places the chapter in a more solvent position, since in most cases no refund is allowed when a member misses.
3. Avoids the time consuming “pay at the door: alternative.
4. The caterer can better gauge the attendance.

It is important that statements must be mailed regularly and promptly. It is equally important that no member be permitted to be more than two months in arrears. Establish a workable chapter policy on this point and adhere to the policy.

Delinquent dues. When these instances arise, the treasurer must notify the Board. It should then become the responsibility of the Service Committee to call upon the delinquent member, find out “what’s wrong” and either collect delinquent dues or report suggested action on the member to the Board. Non-attendees and delinquent dues payments most often go hand in hand. The Service Committee should work closely with the Friendship Committee in reactivating members. Remember, it is easier to save a member than to get a new one.

Socials. The chapter should have a policy as to the collection of any assessment for chapter socials. The policy should be strictly adhered to for each and every member.

Most Fun Committees are responsible for selling tickets and collecting social assessments before the event. This helps in making food guarantees to the caterer. When pre event tickets are sold, the treasurer need only deposit the sales when receiving a com-

plete recap of the event as to income and expenses.

Other chapters depend entirely upon the treasurer to collect all income and to disburse checks for expenses. This method gives complete control to the chapter, but also allows members to “ride the books” in paying for social events.

District dues

Each chapter also pays per capita dues to its district if they are located within a district. The District Secretary Treasurer sends statements of the dues on a quarterly basis, based on your chapter’s Blue Chip total. Prompt payment should be remitted to the District Secretary Treasurer. Life Members are not exempt from district dues.

Region dues

The Region Director bills the districts for dues to the region. Therefore, when your chapter pays its district dues, part of that amount goes towards reimbursing the Region Director for expenses.

Regional conference assessment. Most regions have some kind of policy of assessment to defray the cost of the annual regional fall conference. It is designed to protect host chapters financially, and to keep registration costs low. Ask your Region Director or district officers about your region’s policy.

Big Hat dues

By August 15th, you will receive an invoice from the National Big Hat Club for annual dues. These funds are used to pay for awards, pins, hats, etc. The current fee, as

of June 1, 1993, is \$5 per year for each Big Hatter on your chapter roster as of June 1st of that chapter year and is payable to the National Big Hat Secretary Treasurer. A late fee of two dollars is assessed if the bill is unpaid by November 15th.

Communications

Channel Information. The Treasurer should be alert to pass information on to the proper officers or committee chairmen in the chapter. Help everyone stay informed.

Reports

Frequently AMBUCS™ Resource Center compiles reports based on member and chapter activities. They are as follows:

The Blue Chip Membership Report. A quarterly membership report with official membership totals for every chapter is posted on the AMBUCS™ Web site.

Scorecard Recap. A quarterly report based on your chapter scorecard activity. It is posted on the AMBUCS™ Web site. The chapter operation scorecard is a planning tool for chapter officers. Its use encourages best practices by chapters. Recognition of chapter activity at AMBUCS annual conference is based on your chapter's scorecards.

Living Endowment Giving (LEG). Published annually, the LEG reports chapter giving to AMBUCS programs. It is posted on the AMBUCS™ Web site.

AMBUCS™ Annual Report. Published annually, the report reviews association-wide activities, national conference, and financial information. It is posted on the AMBUCS™ Web site.

National Communications

AMBUCS™ Resource Center publishes monthly *The Leader* (available on AMBUCS™ Web site) and quarterly AMBUCS™ Maga-

zine. As a chapter officer, it is your responsibility to pass on important information found in these publications to chapter members and be included in your chapter newsletter.

The AMBUCS™ Web site is another great source of information. Here you can find the chapter officer directory, conference information, program updates.

Likewise, your District Governor should distribute a quarterly district newsletter to chapter officers. It is important that you also pass along this information to chapter members and be included in your chapter newsletter.

For more information on national publications and the AMBUCS™ Web site see the Reference Section on Communications.

Financial Reporting to the Board

Monthly report. At each monthly meeting the Board, the Treasurer shall provide each board member with a Statement showing the balance remaining each item of the budget. Also list names of delinquent members and amount in arrears.

Treasurer Record System

To simplify and organize your duties as treasurer it is recommended that you create your own Treasurer Record System. By organizing the following items in a binder you can be certain that you always have the necessary information with you. You should include:

Monthly Planner

Monthly Reports:

Statement of Financial Position

Statement Revenue and Expense

Membership:

New Member Invoices

Drop Member Confirmation

Accounts Receivable Ageing

It is recommended that chapters use QUICKBOOKS or other accounting software as a financial management tool.

The Chapter Treasury

Initial audit. Each incoming president and treasurer should make it standard procedure to see that each chapter fund is being handled in a business like manner. They should insist upon an informal review or audit being made of the books before taking over the responsibility of their offices. The audit need not be a formal audit conducted by a CPA firm. It can be a qualified chapter member. The treasurer should offer bond to be paid by the chapter.

Yearly audit. For the yearly audit the treasurer should deliver to the chairperson of the Audit Committee, the following materials:

Checkbook

Bank Statements and canceled checks

Cash Book and Journal

Paid bills

Deposit slips

Copy of monthly financial statements

Any other material requested by the committee

When the audit has been completed, the Treasurer's Annual Report and the Auditor's Report are presented for acceptance to the Board of Directors. The financial information in the annual report is to be used to complete IRS Form 990.(October 15th). This form is due five months after the close of the fiscal year (May 31).

Two funds. Chapters should maintain an operating fund and a charity fund. Separate bank accounts are not necessary, but funds should be accounted for in this manner. Chapter dues and fees are paid by operating fund, and all usual chapter expenses are funded from it. Income from money raising projects is placed in the charity fund which is used for community service projects approved the Service Committee and the membership.

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Bank deposits. Bank deposits should be made as often as possible and in such a way that all deposits serve as a double check on money that has been turned over for deposit. It is a wise treasurer that completes two deposit slips and attaches one copy to the bank deposit receipt for the file. The Deposit slip should show from whom all monies are received as well as a breakdown or recap as to each category the money is to be charged to for accounting purposes.

Each deposit slip should be assigned a receipt number, if deposit slips are not numbered, to be used in the cash book journal and on the checkbook stubs. This will assure that all deposits are entered in the current balance.

Group Tax Exemption

AMBUCS™ Group Tax Exemption- Group #8069. National AMBUCS™, Inc. was issued a group tax exemption under IRS code 501(c)3 effective December of 1994. Local chapters of AMBUCS™ qualify under that group exemption as a bona fide 501(c)3 tax exempt organization, except for some chapters that elected not to participate. All newly chartered chapters are automatically included in the group tax exemption.

AMBUCS Resource Center will apply for newly chartered chapters EIN (Employee Identification Number) numbers. Chapters may **NOT** file for EIN numbers due to AMBUCS Group Tax Exemption.

Chapters should follow the directions available in the New Chapter Instructions from the AMBUCS™ Resource Center or AMBUCS™ Web site. This clearly lays out the necessary steps chapters must take to complete their qualification as a bona

fide chapter of AMBUCS™ group exemption. These steps include:

- Incorporation in the state where chapter is located
- Adoption of Standard Chapter Bylaws
- Adoption of Chapter Policy Guidelines (optional)

All AMBUCS chapters must file Form 990 or 990-N e-postcard.

As an organization holding a Group Tax Exemption (Group ID# 8069) all AMBUCS chapters whose gross receipts fall under the \$50,000 threshold must file the Form 990-N or e-postcard. That means for the chapter fiscal year ending May 31, the tax return is due by October 15. Failure to file the 990-N e-postcard will result in the chapters loss of charitable status with the IRS.

All chapters whose gross receipts are over \$50,000 in a year must file Form 990. The tax return is due by October 15, of each year. Chapters are required to maintain simple financial statements and file their annual returns.

Gross receipts include all contributions, dues, and gross revenues from fundraisers.

Chapters should be careful to comply with all rules and regulations concerning charitable contributions. Check the IRS.gov web site - www.irs.gov/charities.html for updated information.

Each year the Resource Center is required to update chapter info by February 10th. Each chapter will be sent a questionnaire to verify their status. You must return this form in a timely manner as the IRS requires it to be filed.

Substantiating Charitable Contributions. See Publication 526 on the Irs.gov charitable contributions.

AMBUCS' Programs

AMBUCS is all about the mission

AmTryke® therapeutic tricycle Project. An increasingly popular activity among chapters is the AmTryke® therapeutic Project. Funding trykes for people with disabilities is a perfect way to exercise the AMBUCS™ motto. Chapters who take part in the project have found it to be a great vehicle to gain community support and publicity. Participating chapters also receive points on the 4th quarter scorecard.

AmTryke® therapeutic tricycle Evaluation Site Project- A great way for chapters to locate children/adults for the tryke project is to establish a AmTryke® therapeutic tricycle Evaluation Site. To make a facility a Evaluation Site, the chapter agrees to equip the site with trykes and accessories as well as providing trykes to riders who are evaluated by a therapist at the facility. Points are awarded on the scorecard to chapters who establish new sites. The Evaluation Site Phase IV guideline is available on the web site www.ambucs.org as well as the directory of existing evaluation sites and their chapter sponsors.

AMBUCS™ Scholars- Scholarships for Therapists- Chapters who have reached 100% Living Endowment Giving can participate in the program by sponsoring local student applicants. Chapter sponsored applicants are automatically made semi-finalists for consideration of the National Scholarship Committee. Chapters can receive up to 10 points on their 4th quarter scorecard for sponsoring students. More information about this national project is avail-

able on the AMBUCS web site www.ambucs.org.

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Awards. This one person committee, often the Past President who is most aware of the chapter's achievements during the past year, submits the achievement award entries from the past chapter year to your District Governor at the July district board meeting. It is also this chairman's responsibility to inform the President and other Chairmen what needs to be done to compete for these individual and chapter awards for the new chapter year. The awards guidelines is available on the AMBUCS web site.

Chapter Projects

New Club Building . Chapter presidents are the key to growth of AMBUCS™. If you want to see a new chapter built in a neighboring community by your chapter, it will be done. If AMBUCS™ is to grow, New Club Building has to have top priority in your thinking.

The rewards for you and the chapter are manifold:

1. You will know that more people with disabilities will ultimately be helped.
2. Pride of members in AMBUCS™ will be increased because all want to belong to a larger national organization.
3. Your chapter will grow and be strengthened because it builds a new chapter.
4. Your chapter may win the Superior With Distinction Award if it charts a new chapter (See Chapter, District, National Awards Guidelines www.ambucs.org or the Awards Guidelines Section).

Decide now that your chapter will sponsor a new chapter. Recruit a chairperson and help find four to six committee members using the following factors as a guide in the committee selection:

1. Familiarity with AMBUCS™
2. Previous experience in New Club Building
3. Wants to see AMBUCS™ grow
4. Has been a “member–getter” in your chapter
5. Is he or she a past officer?
6. Is he or she a salesperson?

The members selected should be good friends, compatible with each other, people who enjoy working together. It is important that team spirit be engendered on the project. The chairperson should definitely be a leader who has good organizational skills.

Once the committee is selected, contact the AMBUCS™ Resource Center. They will guide you through selecting the type of new chapter (Chapter or Friends Chapter) and provide you with the necessary tools. The New Club Building Manuals are found in Resources/New Club Building Section or on AMBUCS web site www.ambucs.org.

Once you submit a New Club Building Permit the AMBUCS™ Resource Center will forward a New Club Building Kit to your New Club Building Chairperson and alert the interested officers in your region. New club building has historically been more effective in the fall of the year.

Start the ball rolling for a new chapter in August so the committee will be underway in the new community by September 15th.

Chapter Newsletter. Having a chapter newsletter is a must in each chapter. Be sure it is published and mailed, faxed or emailed before each meeting. Communication is important in every chapter, and this is the best open line.

Chapter newsletters should be sent to other chapters in the district, as well as to your District Governor, region and national officers as well as the AMBUCS™ Resource Center. Be sure to bring the mailing list up to date according to the AMBUCS™ on line directory. More information is available in the Members Resources section of the web site.

The Big Hat Club. The Big Hat Club is a “prestigious” club within the chapter for those members who have recruited three or more new members during any twelve-month period. The five main purposes of the Big Hat Club are fun, membership recruitment, fel-

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lowship, encouraging members to become Big Hatters, promote national programs and fun! These are the producers in your chapter. Encourage their involvement in all of your chapter activities.

Get your Big Hat Club going by having them host special entertainment “for Big Hatters only.” By keeping it exclusive it will peak the interest of other members and help encourage membership recruitment for new Big Hatters. More information is available in the Big Hat Section and Committees/Big Hat Section.

Hosting Fall Conferences. One of the truly fine privileges a chapter has is hosting a Regional Fall Conference. The experience is one which brings pride to your chapter members as well as to your city. If the duties and responsibilities are properly delegated, everyone will enjoy the experience. It is your chapter’s opportunity for making many new and lasting friends.

Notify the Region Director, if your chapter is interested in hosting a regional conference, and let the other chapters in the region know of its intention. It should then come to the conference prepared to offer its city’s facilities and outline the accommodations of the hotel and other facilities which will be used to entertain the delegates. Conference sites are decided by a majority vote of the region.

So that you can place a tentative hold on the facilities for a specific date, ask your Region Director for assistance. The preferred dates are September 15th to October 31st.

Financial responsibility. The financial responsibility for regional conferences rests completely in the hands of the host chapter. It should not go into its pocket to subsidize the conference, nor should it use the conference as a money raising project. It

should endeavor to break even, no more, no less. Ask your Region Director about your region’s policy.

If your chapter is selected to host a Fall Conference, ask AMBUCS™ Resource Center for a copy of the Regional Fall Conference Manual. Your Region Director will closely supervise arrangements. As host chapter your chapter will plan all entertainment functions, coordinating them with the meeting agenda which is prepared by the Region Director. The Fall Conference Manual on the AMBUCS™ Web site.

Leadership Development

Nominating and electing officers and board

Nominating Committee. The Nominating Committee has a serious task to perform. Article 5. Section 2 of the standard Chapter By-Laws state that the nominating committee consist of at least five past presidents. Newer chapters may appoint others to the committee. Most often a slate of officers is accepted as proposed by this committee. The welfare of the chapter hinges on having active and inspired leadership. The chapter cannot afford to have this committee guess wrong.

The By-laws specify that officers for the coming year shall be elected by April 1st of for the coming year, and what their overall aspirations for chapter leadership are. In this manner, a slate of candidates is developed for the election of officers and board members.

This program has proven quite effective. Its use is strongly recommended.

Chapter self-evaluation program. The purpose of this program is to develop strong internal chapter leadership and to provide a forum for the membership to evaluate the operation of the chapter.

In early February, the attendance records of all members are reviewed to identify those who have attained 75% or better attendance. Those who have are contacted by the Nominating Committee and scheduled for a brief interview. The interview can be conducted before or after a regular chapter meeting, and should last approximately fifteen minutes. Depending upon the size of the chapter, interviewing might be divided among committee members who would meet to pool results. You can also use the Chapter Self-

Evaluation Form #133 (Forms Section) as a survey, asking members to fill it out at one of the meetings.

Selecting nominees. The committee should consider each person's qualifications carefully, deciding where that person can best help the chapter. Pick the president-elect first; then call and invite he or she to sit in on the balance of the meetings as other officers and directors are selected. Select a compatible board of directors for the president by letting him or her help.

Secure willing agreement—don't prevail or force. The Nominating Committee Chairperson must not fail to call each nominee, getting an agreement to serve for one year in the capacity selected. If the member declines, pleading lack of time, do not force. Find someone else to fill that place. An officer or director elected over objections will use this as an excuse for doing no job at all. The chapter is the loser.

In the newsletters before election day and on the floor of the meeting, when it is time for nominations from the floor, announce that all nominees proposed must have been contacted in advance and assurance received on the proposed nominee's willingness to serve if elected.

Commitment to attend training conference. The National Board of Directors specify the Regional Spring Training conference for chapter officers-elect as the one important function in which they must participate.

Getting the officers-elect present for this training is a must. How is this accomplished?

1. The chapter board establishes the policy that a condition for accepting nomination to office be an agreement to attend the Regional Spring Training Conference.

2. As president fully endorsing the policy, you instruct the Nominating Committee before it meets.

3. The Nominating Committee obtains the commitment from the nominee at the time he or she agrees to be placed on the ballot for office. The President-elect must attend. Note Article VIII, Section 6 of the National By-laws .

Commitment to attend the national conference. It is equally important for the incoming president to attend the national conference. The enthusiasm gained is invaluable to the leadership efforts as he or she begins the year. Before being nominated, be sure the member agrees to attend. The chapter should defray the greater part of the president-elects expenses.

Living Endowment

The Chapter Treasurer should make plans with the Board of Directors to meet the Chapter's Living Endowment Goal.

The annual goal of forty dollars per member is based on the chapters February 28th Blue Chip Report. That means that the number of members the chapter has is multiplied by \$40 to set your chapter goal. In March of each year, treasurers receive a statement showing all contributions to date, and how much is needed to achieve their 100% goal.

To meet the challenge and be recognized as 100% Living Endowment Giving, the chapter must send in their contribution by May 15th. Bonus scorecard points are awarded if the chapter is 100% by April 15th.

The Living Endowment Goal can be met via several means. Some chapters build their contributions into their regular membership dues (see sample chapter budget). Simply divide the \$40 by 12 months (or four quarters) and add that amount to your chapter billing.

Chapters also may hold special fundraisers or appeals within the chapter and designate the proceeds to the Living Endowment Fund.

Program Designations. So that all Living Endowment Giving can be properly reported, all donations must be directed to a National program. The programs are:

1. AMBUCS™ Scholars-Scholarships for Therapists
2. AmBility™-AmTryke® therapeutic tricycle for children with disabilities
3. Cornerstone-AMBUCS™ growth and development

Memorial gifts. Chapters can also reach their Living Endowment Giving goals by promoting memorial gifts. Names of both the contributing member or chapter and the deceased are published quarterly in the *AMBUCS™ Magazine*. The surviving family is sent a letter recognizing the donor and the gift. Be sure to direct the memorial gift to one of the National programs listed above.

Memorial contribution envelopes are available from the AMBUCS™ Resource Center. Include the envelope in your chapter's billing or have them available at chapter meetings. You can also use the form on page 18.

Honorarium gifts. Chapters can also reach their Living Endowment giving goals by promoting honorarium gifts. Names of both the contributing member, chapter or corporation and the honoree are published quarterly in the *AMBUCS™ Magazine*. The honoree is sent a letter recognizing the donor and the gift. Be sure to direct the honorarium gift to one of the National programs listed above.

Donor Courtyard

Chapters may honor or remember individuals through the brick recognition at the new AMBUCS™ Resource Center. This is a minimum gift of \$300.00. No LEG credit.

To: Club Treasurers

Please use this form when a donation is made to Living Endowment so that the gifts given will be directed to the proper fund. Your choices are listed below. Thank you for all you do.

AMBUCS Scholars: \$ _____
AmBility Program/AmTryke: \$ _____
Cornerstone Fund/Growth & Development: \$ _____
Total: \$ _____

To: Club Treasurers

Please use this form when a donation is made to Living Endowment so that the gifts given will be directed to the proper fund. Your choices are listed below. Thank you for all you do.

AMBUCS Scholars: \$ _____
AmBility Program/AmTryke: \$ _____
Cornerstone Fund/Growth & Development: \$ _____
Total: \$ _____

To: Club Treasurers

Please use this form when a donation is made to Living Endowment so that the gifts given will be directed to the proper fund. Your choices are listed below. Thank you for all you do.

AMBUCS Scholars: \$ _____
AmBility Program/AmTryke: \$ _____
Cornerstone Fund/Growth & Development: \$ _____
Total: \$ _____

Form 135 Report of Charitable Giving

The purpose of this form is to build statements like the following:

Last year **20,000 AMBUCS™ volunteers** expended **500,000 volunteer hours** for community service projects. Actual monies spent on community service projects was **\$6 million** . It is estimated the economy in the United States was impacted by **\$20 million**.

The following information provides a capsulated view of the chapter's community service for the year. Collectively, this information illustrates the magnitude of your chapter's community service, the human resources required, and the financial value. Instructions: 1) Estimate the number of chapter members, family members, friends, and others directly involved in each community service project. 2) Estimate the total number of volunteer hours expended on each project. 3) Multiply the total number of volunteer hours times \$10 per hour to determine monetary value of services. Return with the 1st Quarter Club Operation Scorecard for bonus points.

Chapter year _____ Chapter _____ Chapter no. _____

Project description	Agency Code	#volunteers	total volunteer hours	# of people assisted			Monies contributed
				children	adults	families	
		A.	B.				C.

Total volunteers hours (box B)x \$10 per hour = D.

Total monies contributed by club (box C)

Total worth to community (add D and C)



Need additional forms? Contact the
 AMBUCS™ Resource Center Tel (336) 852-0052
 Fax (336) 852-6830 e-mail: ambucs@ambucs.org
 or write PO Box 5127 High Point, NC 27262

See Agency List on next page

Form 135 Report of Charitable Giving

Fundraising

Fundraiser description	# volunteers	total vol hrs	net monies raised
Celebrity auction	6	45	\$1500
Totals			

Independent Scholarships

List the scholarships your chapter provides locally (Do not include National AMBUCS Scholarship

School	Amount

Code No. Agency

- 101 Adopt a Highway
- 102 America Cancer Society
- 103 American Legion
- 104 American Heart Association
- 105 American Red Cross
- 107 Association for Retarded Citizens (ARC)
- 108 Boy Scouts
- 109 Big Brothers and Sisters
- 110 Crop Walk
- 111 DARE (Drug Prevention program)
- 112 Easter Seals
- 113 Epilepsy Association
- 114 Girl Scouts
- 115 Habitat for Humanity

- 116 Head Start
- 117 Juvenile Diabetes
- 118 March of Dimes
- 119 Meals on Wheels
- 120 Muscular Dystrophy
- 121 Pathway Foundation
- 122 Ronald McDonald House
- 123 Salvation Army
- 124 Special Olympics
- 125 United Cerebral Palsy
- 126 United Way
- 127 YMCA
- 128 YWCA

If agency does not appear in the above list, then write your agency in the agency code number column

Form 136 Chapter Annual Report

The purpose of this form is to collect data from National AMBUCS, Inc. chapters concerning good governance and best management practices of the organization. As a charitable non-profit organization, we strive for transparency and ethical practices. The form serves to certify compliance with applicable rules, laws, and regulations concerning our member chapters.

The report is to be filled out and signed each year by the chapter president, secretary and treasurer (if the chapter has all three offices.) The due date is August 15th of each year, which is 75 days after the close of the AMBUCS fiscal year.

The undersigned chapter officers hereby: (Please mark boxes)

Certify that the chapter's corporate status as a non-profit in their State is current.

Acknowledge the requirement that the chapter must file an annual tax return with the IRS by October 15 and agree to furnish National AMBUCS Resource Center with a copy of the return when completed.

Agrees to operate in accordance with all bylaws, and governing documents as prescribed by National AMBUCS board of Directors.

Name _____ Office _____

Signature _____

Name _____ Office _____

Signature _____

Name _____ Office _____

Signature _____

Date _____ Chapter _____

Please sign and date the form and send to National AMBUCS, Inc. with the following documents:

Financial statement for year just completed

Budget for current year

Big Hat Club financial statement (if active and if not included in chapter's financial statement)

Form 135 Report of Charitable Giving

Report is due August 15. Chapters not reporting by September 15 will be declared not in good standing for voting and ineligible for AMBUCS awards program until report is received. Friends chapters not reporting will face loss of charter.

Please mail or fax this form with supporting documents to: AMBUCS Resource Center PO Box 5127 High Point NC 27262 or 336-852-6830.

Chapter Leadership Directory

President _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

1st vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

2nd vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Secretary _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Treasurer _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Sergeant-at-Arms _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Newsletter Editor _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Chapter Committee Chairmen Directory

Committee	Chairperson
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____

Chapter Liability Insurance

Who's covered? AMBUCS™ is the Named Insured. The policy includes any member, in good standing, of the Named Insured but only with respect to their liability for activities of the Named Insured or activities performed by such member on behalf of the Named Insured. The following summary of coverage is for information only, and not the actual policy. The policy contract No. D2682137A, Insurance Company of North America, provisions are applicable at all times. Current Policy # is on the Request for Certificate of Insurance.

Coverage. Damages because of bodily injury or property damage, including legal expenses, that the insured becomes legally obligated to pay.

Limit of liability. \$1,000,000 each occurrence, \$2,000,000 general aggregate (each chapter).

Additional coverages. Personal Injury and Advertising Injury, Product Liability, Host Liquor Law Liability, Broad Form Property Damage, Incidental Medical Malpractice, Non-owned Watercraft under 26 ft., Limited Worldwide Liability Coverage, Extended Bodily Injury Coverage, Automatic coverage—New Acquired Organizations (90 days)

Examples of covered activities. Concession stands, dances, banquets, auctions, raffles, picnics, Country Fair booths, etcetera.

Activities not covered. Powered races and contests, stunt shows, public concerts, mechanical amusement devices, carnival rides, players in sponsored athletic events or exhibitions, and fireworks displays.

Standard exclusions. Professional malpractice. Automobile, aircraft, nuclear, and liquor law liability. Property in the care, custody, or control of the insured.

Obtaining certificate of insurance for covered events. Upon request, proof of insurance can be provided to a property owner who premises will be used for an activity. Or for organizations sponsoring an event in which a chapter will be participating. Use the request form on the following page.

Questions and other information regarding the Chapter/Chapter Liability Insurance plan, please call:

Tel 800-503-9227

To assure a prompt and timely response to a Certificate of Insurance Request, please complete the form on the AMBUCS web site www.ambucs.org and forward at least 30 days prior to your event to:

Marsh Affinity Group Services
Certificate of Insurance
fax 1-515-365-3005
email: plsdsteam@marshpm.com

Claims. Claims should be reported as soon as possible to:

Seabury & Smith
1440 Renaissance Dr
Park Ridge, IL 60068-1400
Tel 800-503-9228
Fax 847-375-9223

Ramp Building. If your chapter is involved in ramp building, in order to ensure your coverage is in place, you must comply with the ramp reporting requirements. These can be found on page 13 of the Ramp Building Guide on the AMBUCS™ Web site, www.ambucs.org.