

Chapter Treasurer



QUESTIONS?

AMBUCS Resource Center

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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.

Treasurer Guidelines

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 and reports by non profit corporations.
11. Report of Charitable Giving Form 135 and Annual Report form 136 due November 15th of each year.

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 budget 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 November, 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	
Program giving (\$40 x 30 members) (Optional)	\$1,200

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, NATIONAL PROGRAM 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). 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 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 Dropped Member Confirmation).

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*.

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

National Program Giving. If you collect National Program 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™. More information about these programs is located in the National Programs Section.

Supply invoices. An invoice is sent for each AMBUCS store 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.

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 page 4.

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 complete 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. If your chapter is not in a district, the region director will send a region dues invoice to the chapter.

Regional conference assessment. Some regions have a policy of assessment to defray the cost of the annual regional spring 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, 2013, is \$10 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.

Program Giving. Published annually, the Program Giving reports chapter giving to the three National Programs: AmBility, Cornerston, and Scholars-Living Endowment. It is posted on the AMBUCS™ Web site Reports/Forms.

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

The Leader. Officer newsletter is published electronically each month and emailed to chapter, district, and regional officers. This newsletter serves as a check list and reminder for activities

each month. Archived issues are available on the AMBUCS web site.

AMBUCS News. AMBUCS news is delivered to all AMBUCS members each month electronically. Important topics pertaining to the AMBUCS organization are covered.

AmTryke Newsletter. AmTryke Newsletter is published electronically and is sent to all AMBUCS members and evaluation sites quarterly. New AmTryke models and accessories are discussed.

AMBUCS Magazine. A quarterly AMBUCS™ Magazine is published and mailed to all AMBUCS members.

AMBUCS web site. The AMBUCS™ Web site is another great source for information. Here you can find the chapter officer directory, conference information, program updates and member resources. www.ambucs.org

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.

Likewise, your area leader or 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.

names of delinquent members and amount in arrears.

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

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 QUICK-BOOKS or other accounting software as a financial management tool. There is also a sample budget spreadsheet available on AM-BUCS web site.

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.

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. 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 Affiliation Agreement
- 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 fund-raisers.

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' National Programs

AMBUCS is all about the mission

AmBility Program. A popular program that includes many projects that focus on providing equipment for people with disabilities, AmTryke is the foundation of the program.

1. AmTryke® therapeutic tricycle Project. The most 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.
2. AmTryke® therapeutic tricycle Project- Wish List Project. The AmTryke Wish List is a way to ensure that even individuals with limited financial resources and outside of local AMBUCS chapter areas can enjoy the fun and freedom of riding their own bike. Wish List forms are available on the web site. Donations can be made by friends, family members and supporters to fund the wish.
3. 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. An ongoing relationship must be maintained between the chapter and the evaluation site to guarantee success.
4. AmTryke® therapeutic tricycle Trailer Project- An increasingly popular activity among chapters is purchasing and maintaining a AmTryke® therapeutic trailer. This trailer full of trykes is a perfect tool on wheels. Use at fundraisers,

tryke giveaways, community events, and bike days to introduce a community and therapists to the many models of AmTrykes and the mission of AMBUCS.

5. AmTryke® therapeutic tricycle Veterans Cycle-chapters can seek out community partners also focused on serving disabled veterans. AMBUCS believes these veterans should have every opportunity to be engaged in the active lifestyle they had prior to their disability.
5. AmTryke® therapeutic tricycle Grant Writer-chapters can utilize the grant writer on staff to identify funding sources to establish and support an AmTryke project.

Cornerstone Program. Provides for the growth and development of the AMBUCS organization.

1. AmTryke® therapeutic tricycle Road Show Project- InService and Bike Day events around the country to educate local therapy communities about the AmTryke therapeutic tricycle project.
2. New Chapter Incentives. Funding to support the building of new AMBUCS chapters. Incentives are available for new chapters and sponsoring chapters.

AMBUCS™ Scholars- Scholarships for Therapists- Grants given to juniors, seniors, graduate students majoring in physical , occupational, speech pathology, hearing audiology. 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. More information about this national project is available on the AMBUCS web site www.ambucs.org.

National Program Giving

The Chapter Treasurer should make plans with the Board of Directors to meet the Chapter's National Program 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 for each program.

To meet the challenge and be recognized as 100% National Program 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 National Program 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 a National Program.

The AmBility Program is funded by chapters, individuals and other supporting partners donations to the AmBility Fund. These donations include gifts to the AmBility Fund, chapter AmTryke sales, honorariums and memorials, Every Kid Needs a Bike, Big Hat Club auction proceeds, Wish List Club membership and AmBility AmBassador membership.

Cornerston Program is funded by chapters, individuals and other supporting partners donations to the Cornerstone Fund. These donations include gifts to the Cornerstone Fund, honorariums and memorials, and Big Hat Club auction proceeds.

AMBUCS Scholars-Scholarships for Therapists is funded by chapters, individuals and other supporting partners donations to the Living Endowment Fund. These donations include gifts to Living Endowment, honorariums and memorials, Big Hat Club auction proceeds, William L White membership, and Named Scholarships.

Program Designations. So that all National Program Giving can be properly reported, all donations must be directed to one or a percentage to two or all three of the National programs. The programs are:

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

You can also use the form on page 19.

Memorial gifts. Chapters can also reach their National Program 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 20.

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. You can also use the form on page 20.

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 National Program credit.

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-elect's expenses.

To: Club Treasurers

Please use this form when a donation is made to any National Program so that the gifts given will be directed to the proper fund. Your choices are listed below. Thank you for all you do. Checks payable National AMBUCS

AMBUCS Scholars: \$ _____

AmBility Program/AmTryke: \$ _____

Cornerstone Fund/Growth & Development: \$ _____

Total: \$ _____

To: Club Treasurers

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AMBUCS Scholars: \$ _____

AmBility Program/AmTryke: \$ _____

Cornerstone Fund/Growth & Development: \$ _____

Total: \$ _____

To: Club Treasurers

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AMBUCS Scholars: \$ _____

AmBility Program/AmTryke: \$ _____

Cornerstone Fund/Growth & Development: \$ _____

Total: \$ _____

**AMBUCS Resource Center
PO Box 5127 HighPoint NC 27262
Fax 336-852-6830**

Please print this form and send it with your check. If the form does not print properly just include the information below on a note and send it with your check.

I would like to support the programs of AMBUCS™ with a gift of:

\$100 \$50 \$25 \$10 \$ _____

Please direct my gift towards:

- AmBility/AmTryke therapeutic tricycle
 Cornerstone Growth and Development
 Scholarship for Therapists-

Name: _____

Address: _____

City: _____ State _____ Zip _____

Chapter: _____

Please make your check payable to AMBUCS. Your gift is tax deductible.

If your gift is in honor or memory of someone, please complete the following:

This gift is made in Memory of: Name _____

This gift is made in Honor of: Name _____

Please notify the following person of my gift:

Name: _____

Address: _____

City, State, Zip: _____

On the occasion of:

- Birthday Just Because
 Death Other _____
 Graduation

Thank you for your contribution! Checks payable National AMBUCS

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 2nd 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		families	

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

22 Chapter Treasurer

Form 136 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 November 15th of each 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.

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

Name _____ Of-
fice _____

Signature _____

Name _____ Of-
fice _____

Signature _____

Name _____ Of-
fice _____

Signature _____

Date _____ Chap-
ter _____

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

Financial statement for chapter year just completed June 1 - May 31

Budget for current chapter year June 1 - May 31

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

Form 135 Report of Charitable Giving for chapter year just completed June 1 - May 31

Proof of annual tax return with the IRS by October 15

Report is due November 15.

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 _____

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 AMBUCS web site.

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.

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

plsdsteam@marshpm.com

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.