



April 6, 2010

Dear OAGC Affiliate,

Spring of each year is the time for renewing your OAGC affiliation to continue to enjoy the benefits of 501(c)3 tax exempt non-profit status through OAGC. Please forward the necessary documentation by **May 1st, 2010** to executivedirector@oagc.com or mail it to OAGC, P.O. Box 30801, Gahanna, Ohio 43230, attn: Executive Director or fax it to 614-337-9286. If you are not the correct contact for your affiliate, please send me the correct contact information.

- 1) Completed and signed Affiliate Information Form, including EIN and list of officers. These forms are available at the OAGC website, <http://www.oagc.com/?q=affiliates> . If you submitted this form in October, and the information is still current, you do not need to submit it again now.
- 2) Your group's Financial Report, including sources of income and nature of expenditures. This does not have to be extensive.
- 3) Current Constitution and By-laws, if you have changed them, including purpose closely paralleling OAGC mission and appropriate dissolution clause. ***You do not need to resend them, if there are no changes.***
- 4) Names of three members of your group who are current OAGC general members. Two of the members listed should be officers of your organization.
- 5) Full contact information of the affiliate contact to OAGC, including an email address and a back-up contact.
- 6) If you are a parent group, please also send the coordinator contact for your district.

Please note that there are some changes to the Affiliate Information Form. We are asking that each affiliate group enter affiliate information into the OAGC website at <http://www.oagc.com/?q=affiliates> . If your affiliate group has already submitted information but needs to make some edits, please email your changes to executivedirector@oagc.com . We are also asking whether you have submitted the newly required IRS e-990 postcard. If your tax year ended Dec 31, 2009, you are required to file by the end of May. This is only for groups with less than \$25,000 in assets. Larger groups need to file a more extensive 990 form. If you do need to file now, please send me a copy of your IRS receipt. The website for the e990 postcard is <http://epostcard.form990.org/>

Once we have received your updated information, we will send your main contact a letter tax exempt status under our group exemption number until June 1, 2011. Please note that some Affiliate groups may have their own tax-exempt status. These groups will be considered OAGC Affiliates if all other documentation is completed, but will not be listed on the OAGC form sent to the IRS in order to protect their independent tax-exempt status. Also, if your group does not wish to be listed under OAGC's group exemption number, please let us know.

If a local group has not met all requirements for affiliate status by May 1st, the group will lose tax-exempt status under the OAGC group exemption number and other Affiliate benefits. If you need assistance or further information, please contact or OAGC Executive Director Ann Sheldon at 614-475-4416 or executivedirector@oagc.com. Thank you for your dedication to the support of gifted children.

Even if you do not have the information to send me now, please reply to this email so that I know you have received the information.

Sincerely,

Ann Sheldon, Executive Director
Ohio Association for Gifted Children