REVALIDATION

AGENDA

- Why revalidate
- Officers Roster
- 990
- Insurance
- Payment
- CBLs
- Articles of incorporation
- Summary

REASONS TO REVALIDATE

1. Maintain your charter
2. To be able to be recognized and seated on the floor in June
3. To maintain your tax-exempt status
4. To have backup records in case of disaster

OFFICER ROSTER

1. Current list of officers
2. To be completed online and hard copy

- Online form to be completed on the National Membership Website.
- The hardcopy form to be completed and mailed to the Executive Director (E.D).
- This information is to be kept current throughout the year.

IRS 990

1. Needs to be filed every year.
2. If you Post makes 50,000 or may file a 990n-post card at https://apps.irs.gov/app/eos/
3. If your Post makes more than 50,000 in a year but less than 200,000 with assets listed are under 500,000 a 990 EZ would be filed
4. All others would file a 990
5. If your Post filed for an extension of the 990 then a copy of that extension would need to be sent with you revalidation paperwork.
6. IF YOUR POST HAS NOT FILED A 990 IN MORE THAN 3 YEARS THE TAX-EXEMPT STATUS IS LOST AND WILL BE VERY EXPENSIVE AND DIFFICULT TO GET BACK
7. If you lose your tax-exempt status, you run the risk of losing your charter.

INSURANCE & BONDING

1. If you have a Canteen, the types of insurance you will need are general liability and workers compensation.

a) At this time, the amount of general liability insurance required by all posts with a canteen is a minimum single limit of 500,000 this must include public and product liability Insurance. This policy must also include personal injury coverage of 300,000. AMVETS Dept of FL and the National Headquarters shall be listed as additional insured and a certificate of insurance shall be furnished to the DOF and National.

b) Workers compensation is needed if you have more than four employees.

Employees are: Persons who Perform services normally associated with employees-such as bartending

Expect compensation-including tips, which are taxable income

Work similar shifts on a regular basis, ie, every Saturday night.

Take their instructions from the same person, ie. Canteen Manager or CBOT
Participate in commercial activities- this includes selling beverages or food

2. Bonding of all persons handling more than 5,000 of AMVETS Funds, one copy for DOF and one to National,

PAYMENTS

1. All membership payments must be current and up to date.

CBLS

1. All CBLs must be current and up to date.

a) CBLs should be reviewed and compared to Dept. and National for any required changes yearly.

b) Any changes made should be sent to the Dept JA for review and acceptance.

2. If no changes are made there is a box that can be checked on the online revalidation form. (be nice and let the Dept JA know through email).

ARTICLES OF INCORPORATION

1. Articles of incorporation are filed at SunBiz.org.

    a. This needs to be paid and updated every year with the list of new officers.

    Even if there is no officer changes this still need to be filed and paid.

- If the revalidation is not completed your Post will not be in good standing. Will only be allowed to be a guest with no voice or vote at SEC or Convention until properly revalidated.
- Any officer that is responsible for completing any part of the revalidation process maybe brought up on CAT A charges for dereliction of duty.

FINAL TIPS & TAKEAWAYS

1. This seems like a lot to do.
2. The executive board is there to help.
3. The officers that should be there to help make sure this all gets done is your JA and Finance Officer.
4. When broken up by different Jobs it is easy.
5. Don’t take the risk of not being heard or losing your Charter.

THANK YOU

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