



Affiliate Chapter Report

Please Submit by September 30, 2011 to Kari Goebel by mail, fax or email.

Address: 841 N Central Ave, Suite 206

Kent, WA 98032

Fax: (253) 813-3646

Email: kari@waeyc.org or waeyc@waeyc.org

Fiscal Year \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Affiliate Chapter: \_\_\_\_\_ \*EIN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City State Zip

- checkbox Affiliate's address
checkbox Personal address of: \_\_\_\_\_ Name

Website: \_\_\_\_\_

Month of Affiliate Chapter Board Elections: \_\_\_\_\_

Report Submitted By: \_\_\_\_\_

\*EIN Note: The IRS-given Employer Identification Number (also called a Federal Tax ID Number) identifies a business entity. If you can't locate your EIN, call the IRS at (800) 829-4933. Note: Each Affiliate Chapter has its own EIN, distinct from WAEYC's EIN.

Helpful Checklist & Resources

\*Please initial completed, where applicable\*

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Entering Affiliate Chapter's Officers: NAEYC regularly communicates important, timely information, but affiliates only get that information if their officers are entered in NAEYC's online system. Updates include information about liability insurance, membership, conference calls, timely updates and resources.

- Log In: http://affiliate.naeyc.org. When logged in, click Affiliate Info, then Affiliate Group Board Members, and then Board Members to update officer information.
Who Gets What?: NAEYC sends important, timely information to the listed president(s) and co-president(s). Make sure a person(s) is designated as president (even if temporarily), so your affiliate receives essential information. Officers filling multiple roles should be added to the roster for each office.
Title Tip: Do not list any officers as "Affiliate Council Rep." Although your affiliate chapter may have a board member with this title, NAEYC uses this title to designate reps on the National Affiliate Council.
Quick Checks: Make sure all officers are current members who have correct emails/contact information listed in their membership records.

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Children's Champions: NAEYC requests all officers to be signed up for Children's Champions e-update about what is happening in Congress and the Administration that impacts young children and families. Sign up here: www.naeyc.org/policy

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### **Mandatory (but Simple) IRS Annual Filing Requirement for all AEYCs**

- **What date did your affiliate last file the IRS 990-N E-Postcard?** \_\_\_\_/\_\_\_\_/\_\_\_\_

To maintain tax-exempt status as of 2008, all nonprofit organizations need to file an annual tax return with the IRS. The “e-postcard” (Form 990-N) is for 501c3s with gross annual receipts of less than \$25,000 . . . **and it's pretty easy to complete.** It is due annually by the 15th day of the 5th month after the fiscal year closes, and asks for the organization's name, address, website, tax ID number (EIN), principal officer's name/address, and evidence of exemption from filing the regular 990 series. More info is at [www.irs.gov/charities/article/0,,id=169250,00.html](http://www.irs.gov/charities/article/0,,id=169250,00.html).

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**NAEYC Affiliate Business Responsibilities (Online Roles and Functions Report):** Annually, all NAEYC affiliates (state and local) submit an online report to NAEYC that details challenges and successes from the previous year and confirms essential business standards and legal safeguards are in place.

NAEYC posts the report around January each year in their online system. Go to <http://affiliate.naeyc.org>, click on Affiliate Info and then Confirmation of Roles & Functions Compliance.

- **Tip:** Integrating these NAEYC affiliate responsibilities year-round helps them become manageable.
- **Resources & Help:** WAEYC, who must also submit this report, is committed to helping affiliates through the process. Contact us for support or for a copy of the 2010 report. For additional information, go to [www.waeyc.org/affiliateresources.htm](http://www.waeyc.org/affiliateresources.htm) and then click on Roles and Functions Resources.

### **Making Your Job Easier!**

\*Please initial completed, where applicable\*

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- **Free Event Publicity:** NAEYC periodically sends members save-the-date notices, and they will include the affiliate events you enter! Visit [www.naeyc.org/affiliates/conferences](http://www.naeyc.org/affiliates/conferences) to enter events for 2011 and beyond.

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- **Conference Calls with NAEYC:** NAEYC hosts regular conference calls for affiliates. Go to [www.naeyc.org/affiliates/forms/calendar](http://www.naeyc.org/affiliates/forms/calendar) for a calendar of calls. Audio files and notes for previous calls are posted at [www.naeyc.org/affiliates/forms](http://www.naeyc.org/affiliates/forms).

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- **Growing Connections:** WAEYC offers these free webinars for affiliate leaders and members. Future topics include using social media and planning your professional development.

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- **Sharing Successes & Events:** We would love to know yours! Please add WAEYC to your mailing and emailing list.
- **Connections with WAEYC Governing Board:** A WAEYC Executive Committee member can attend your board meeting for the purpose of increasing communication.

### **Getting Help:**

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#### **In Person**

- **WAEYC:** Contact Kari Goebel at (253) 854-2565 x23 or [kari@waeyc.org](mailto:kari@waeyc.org);
- **NAEYC, Department of Affiliate and Member Relations:** Contact Affiliate and Member Relations Associate Ed Stierli at (800) 424-2460 x8408 or [affiliate@naeyc.org](mailto:affiliate@naeyc.org). NAEYC staff listing is at [www.naeyc.org/contact/staff](http://www.naeyc.org/contact/staff).

#### **Electronic Resources**

- **WAEYC Website:** [www.waeyc.org](http://www.waeyc.org) (Work in Progress)
  - WAEYC Affiliate Resources Link: [www.waeyc.org/affiliateresources.htm](http://www.waeyc.org/affiliateresources.htm)
  - WAEYC Organizational Resources Link: [www.waeyc.org/VadeMecum.htm](http://www.waeyc.org/VadeMecum.htm)
- **NAEYC Website:** [www.naeyc.org](http://www.naeyc.org);
  - NAEYC Affiliate Link: [www.naeyc.org/affiliates/forms](http://www.naeyc.org/affiliates/forms)
  - NAEYC Online (Membership) System for Affiliates: <http://affiliate.naeyc.org>

**Please provide contact information for the listed officers *and* specify which information may be public.** We respect officers' preferences about which information is for WAEYC's internal use only and what information we can share more publically (e.g. to members, etc.). All info provided will be used by WAEYC staff, board, and affiliate chapter leaders. Information marked public may be accessible to the public via phone, mail and WAEYC and NAEYC Websites.

**Is this duplicative? I already entered officers in NAEYC's online database.** No. The info requested here is different from what WAEYC can access from NAEYC's database. In addition, labeling the information as internal or public information helps WAEYC respect your preferences.

**President**

Name: \_\_\_\_\_  
 Term of Office: \_\_\_\_\_ to \_\_\_\_\_

Address Public?  Yes  No  
 Address ( W  H): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Public?  Yes  No Phone (H): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Phone (W): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Email: \_\_\_\_\_  
 Public?  Yes  No Other: \_\_\_\_\_

**Acting Accreditation Chair**

Name: \_\_\_\_\_  
 Term of Office: \_\_\_\_\_ to \_\_\_\_\_

Address Public?  Yes  No  
 Address ( W  H): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Public?  Yes  No Phone (H): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Phone (W): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Email: \_\_\_\_\_  
 Public?  Yes  No Other: \_\_\_\_\_

**Affiliate Membership Chair**

Name: \_\_\_\_\_  
 Term of Office: \_\_\_\_\_ to \_\_\_\_\_

Address Public?  Yes  No  
 Address ( W  H): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Public?  Yes  No Phone (H): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Phone (W): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Email: \_\_\_\_\_  
 Public?  Yes  No Other: \_\_\_\_\_

**Affiliate Council Rep. if NOT President**

Name: \_\_\_\_\_  
 Term of Office: \_\_\_\_\_ to \_\_\_\_\_

Address Public?  Yes  No  
 Address ( W  H): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Public?  Yes  No Phone (H): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Phone (W): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Email: \_\_\_\_\_  
 Public?  Yes  No Other: \_\_\_\_\_

**Affiliate Treasurer**

Name: \_\_\_\_\_  
 Term of Office: \_\_\_\_\_ to \_\_\_\_\_

Address Public?  Yes  No  
 Address ( W  H): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Public?  Yes  No Phone (H): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Phone (W): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Email: \_\_\_\_\_  
 Public?  Yes  No Other: \_\_\_\_\_

**Public Policy Chair**

Name: \_\_\_\_\_  
 Term of Office: \_\_\_\_\_ to \_\_\_\_\_

Address Public?  Yes  No  
 Address ( W  H): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Public?  Yes  No Phone (H): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Phone (W): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Public?  Yes  No Email: \_\_\_\_\_  
 Public?  Yes  No Other: \_\_\_\_\_

Use this space for a public contact person (especially if none of the previous listings have information that can be public).

Name: \_\_\_\_\_

Term of Office: \_\_\_\_\_ to \_\_\_\_\_

Address Public?  Yes  No

Address ( W  H): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Public?  Yes  No Phone (H): (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Public?  Yes  No Phone (W): (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Public?  Yes  No Fax: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Public?  Yes  No Email: \_\_\_\_\_

Public?  Yes  No Other: \_\_\_\_\_

Conference Information: This is considered public.

Our Affiliate will not be hosting a Conference this year.

We have posted the dates online for free publicity:  
[www.naeyc.org/affiliates/conferences](http://www.naeyc.org/affiliates/conferences)

Title: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Place: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Public?  Yes Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Public?  Yes Email: \_\_\_\_\_

List Other Meeting (Board, Membership) or Event Dates

Date: \_\_\_/\_\_\_/\_\_\_ Event: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Event: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Event: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Event: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_