

**Tax Exempt Status Under IRS Section 501(c)(3)
Local AVP Organization Guidelines
Maintaining Annual Non-profit Status Under AVP/USA Group Exemption**

Once your AVP local group has established its IRS Section 501(c)(3) status under the AVP/USA Group Exemption¹, the status must be maintained on an annual basis.

To complete the annual renewal process, submit the following information by **February 28** of each year:

1) Renewal Request Letter

The Renewal Request Letter (or email) should simply state that your organization wishes to continue its (501)(c)(3) status under the AVP/USA Group Exemption. The letter should include:

- Name of your organization
- Employer Identification Number (EIN)
- Name of a contact person
- Postal address and E-mail address

If there were any changes to your organization's governing statement (i.e., by-laws), please note what those changes were.

2) Income and Expense Statement

Enclose your organization income and expense statements for the most recent fiscal year. Typical categories for income are: participant fees, donations, and grants. Typical categories for expenses are: phone, copies, office supplies, postage, travel, workshop supplies, and scholarships.

3) AVP Workshop Data

Each local AVP group covered by the AVP/USA 501(c)(3) Group Exemption is asked to submit on an annual basis information on the number of workshops, participants, and facilitators. The information is to be entered on-line at www.avpusa.org.

4) Administration Fee

AVP/USA collects a \$25 Administration Fee (initially and with each annual renewal) from each organization that wishes to be under AVP/USA, Inc. Group Exemption. Include a check for \$25 payable to AVP/USA, Inc.

The renewal information should be mailed to:

AVP/USA Group Exemption Coordinator
Attn: Gary A Wolff
1020 El Sur Ave
Arcadia, CA 91006-4529

The documents may also be emailed to 501c3@avpusa.org with the check sent by regular mail.

¹ More information can be found at www.avpusa.org. Under the tab "Resources", click on "First Time Application" under the heading "IRS 501(c)(3)".