

# New Jersey State Federation of Women's Clubs of GFWC

## GUIDELINES FOR FILLING OUT THE CHARITABLE REGISTRATION APPLICATION

1. When your club plans a fundraiser, remember that your club may not solicit funds from the general public unless they have registered with the Division of Consumer Affairs in accordance with the 1994 Charitable Registration and Investigation Act also known as 'CRI Act'. This act has recently been amended to **no longer require charitable organizations receiving less than \$10,000** gross annual contributions to register with the Division of Consumer Affairs under this act, if they so chose.

If your club has received annual gross contributions of **more than \$10,000, but less than \$25,000** your club, as a member of the New Jersey State Federation of Women's Clubs of GFWC, may register under the Federation umbrella by completing the form and mailing it to Federation Headquarters before September 30<sup>th</sup> with a check for \$15.00 made payable to NJSFWC.

2. If a club has filed independently in the past and has been given a charitable registration number, the club **may not** switch to filing as part of the NJSFWC umbrella. **However, if your club now qualifies and wishes to go under the NJSFWC umbrella, fill out the form and send it with the check and a note explaining that you had your own number.**
3. It is important that each question be answered! **Gross contributions** are the sum total of all monies from fundraising events **before** deducting expenses. Money that you have collected for a charity luncheon, theater party or bus trip (even though it was spent to pay a restaurant or bus company, etc.) is also part of your club's gross contributions. If your club is a hostess for any District event such as Performing Arts Day or Spring Conference, the money that goes through your club treasury is **not** included. Club dues, clubhouse rentals (used for building maintenance) and other operational budget recipients are **not** included.
4. When did your **fiscal year** end? You close your books to write an annual financial report at the **end** of a fiscal year. This is also known as the "club year" by our members. (For example: the fiscal year for NJSFWC is July 1 to June 30.)
5. The second question on the application asks how these funds (your gross contributions) were used. Money raised through fundraising that were donated to scholarships for graduating high school seniors, local charities, hospitals, libraries, Continuing Funds...**or...whatever charities apply to your club.**
6. If your club's annual **gross contributions** are \$25,000 or more, your club **cannot** register under Federation's umbrella and is **required** to register on its own.
7. *Start filling out this form right now and be sure to send it in early.* If your application is received **after the deadline** (September 30<sup>th</sup>), the application and check will be returned to you and your club will be required to register on its own. If you have any questions, just call Federation Headquarters (732) 249-5474 and ask for the Treasurer.