



April 1, 2024

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 1, 2024** 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. Faxing or emailing are highly preferred! If you are not the correct contact for your affiliate, please send the correct contact information. We will need the following information:

- 1) Completed and signed Affiliate Information Form, including EIN and list of officers. These forms are available at <https://oagc.com/resources/affiliates/>.
- 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, if you have one.
- 7) Proof of IRS 990 filing **AND** Ohio Attorney General Registration.

We ask that each affiliate group review affiliate information into the OAGC website at <https://oagc.com/resources/affiliates/>. If your affiliate group has not submitted information or needs to make some edits, please email your information/changes to executivedirector@oagc.com .

We also need to know whether you have submitted the required IRS e-990 postcard. This is only for groups with less than \$25,000 in assets. Larger groups need to file a more extensive 990 form. The website with information on how to file the e990 postcard is <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizati>

[ons-form-990-n-e-postcard](#) . **We must have proof that you filed the e990 postcard or a full 990, or we cannot allow you to continue as an OAGC affiliate.**

In addition, each affiliate group must register each year with the Ohio Attorney General's office. It is an easy process, particularly after the initial registration. Please go to <http://charitableregistration.ohioattorneygeneral.gov/> to register. You will need the OAGC tax determination letter to do this. This letter will be emailed to the contact noted in the OAGC affiliate database. **Again, we must have proof that you registered with the Ohio Attorney General's office, or we cannot allow you to be an OAGC affiliate.**

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, 2024. 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 12th, the group may 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 Incoming Executive Director Abbie Sigmon at executivedirector@oagc.com. Thank you for your dedication to the support of gifted children.

Sincerely,

Abbie Sigmon

Abbie Sigmon, Executive Director
Ohio Association for Gifted Children