

IZAAK WALTON LEAGUE OF AMERICA CHAPTER / DIVISION 2019 QUESTIONNAIRE

Please complete the following sections with information from 2019 and return this form to the National Office of the Izaak Walton League of America **by no later than August 14, 2020.**

I. CHAPTER / DIVISION INFORMATION - Please complete the following as applicable.

Chapter / Division Name: _____

Mailing Address: _____

Telephone: (____) _____ - _____ Web Site: _____

Current Member Count: _____

IRS-Assigned Tax ID Number (Employer ID Number or EIN) _____ - _____

If not under IWLA 501(c)(3) Group Exemption, Federal Tax-Exempt Status: 501(c)(____)

Name and Title of Officer Completing This Form: _____

Address: _____

Phone: Home (____) _____ - _____ Work (____) _____ - _____

E-Mail: _____ @ _____ . _____

II. SUMMARY OF CHAPTER / DIVISION ACTIVITIES

In the questions below, we ask you to provide basic information about chapter/division meetings, activities, and uses of property. This information is required to determine the extent to which chapters and divisions are supporting the conservation mission of the Izaak Walton League of America and fulfilling obligations as tax-exempt organizations. In each case, please estimate approximately how much time your chapter/division devoted to these types of activities in 2019. In the case of chapter/division meetings and activities, please indicate whether the primary purpose of an individual activity was for education/conservation; social/recreation; fundraising; or chapter/division operations.

To help you complete this form, here is a list of sample individual activities that would qualify as education/conservation; social/recreation; fundraising; or chapter operations:

Education or Conservation Activities: Hunter/angler conservation or safety education programs; firearms training; stream monitoring; litter pick-up events; tree plantings; presentations at meetings or articles in newsletters on conservation topics; testimony at public hearings on conservation issues; providing facilities to schools, scouts, or other youth groups; student scholarships to study conservation; or providing grants to other conservation organizations.

Social or Recreation Activities: Dances; games (cards, darts, etc.), barbecues or other meals; shooting sports; hunting; fishing, boating, camping.

Fundraising Activities: Auctions; raffles; food sales; membership renewal and recruitment; construction and sale of League items; facility rentals; grant writing and administration.

Chapter/Division Operations: Election of officers; preparation and approval of budgets; review of finances; filing of annual tax returns; maintenance of chapter grounds or buildings.

A. Chapter / Division Meetings

Number of Meetings per Year: _____

Please rank from 1 (the greatest amount of time) to 4 (the least amount of time) the approximate amount of time spent at meetings in 2019 on each of the following activities. (Enter "n/a" for any activity that did not take place at any meetings in the past year.)

Chapter/Division Operations: _____ Education/Conservation Activities: _____

Social/Recreation Activities: _____ Fundraising: _____

B. Chapter / Division Activities

Please briefly describe the types of activities conducted or sponsored by your chapter/ division in 2019. For each activity, please include the number of participants, how frequently the activity took place, and key outcomes achieved. Please indicate whether the primary purpose of the activity was education/conservation; social/recreation; fundraising; or chapter/division operations. **Please attach extra sheets if necessary.**

<p style="text-align: center;">Activity (where applicable, please include number of participants, number of times activity took place, and key outcomes achieved)</p>	<p style="text-align: center;">Primary Purpose (Education/Conservation; Social/Recreation; Fundraising; or Chapter/Division Operations)</p>

C. Other Uses of Chapter Property

If your chapter owns or leases property, please describe the ways in which you allow chapter members, outside groups, and the general public to use the property not covered above. For each use, please provide an estimate of the number of times each activity took place and state whether the chapter charges a fee for that use. **Please attach extra sheets if necessary.**

Use of Property	Estimate of Time of Use	Fee?

Please return to: IWLA, ATTN: Lily Cai, 707 Conservation Ln, Gaithersburg, MD 20878 or lcail@iwla.org.



IWLA 501(c)(3) Compliance Check List

The League has developed this brief check list to help chapters and divisions track their submissions and to simplify the process of reporting when certain documents do not have to be submitted. Please use this form and include it when returning copies of the relevant information to the national office. Thank you.

Chapter / Division Name: _____

Please check the appropriate response:

By-laws

- Enclosed
- Not amended since last submission
Date most recently amended _____

Articles of Incorporation

- Enclosed
- Not amended since last submission
Date most recently amended _____

IRS Form 990, 990 EZ or 990 N Postcard

- Enclosed
- Extension requested (please enclose copy of request form and IRS approval)

State Corporate Filings for 2019

- Enclosed
- State filings not required

Proof of Insurance *

- Certificate Enclosed
- Chapter does not own, rent or lease property

Chapter / Division Questionnaire

- Enclosed

* a copy of a canceled check paying the premium is not acceptable proof of insurance