

INSTRUCTIONS FOR STARTING A NEW RIDERS CHAPTER

HQ's email address and HQ's address: ridersns3.kcox@yahoo.com Karen Cox, NATIONAL RIDERS HQ, 14 Reid Pl., Palm Coast, FL 32164

IF YOU FALL UNDER A RIDERS DEPARTMENT-CHECK WITH THEM TO SEE HOW THEY WANT THIS PROCESS COMPLETED. IF YOU DON'T FALL UNDER A DEPARTMENT-Send everything directly to HQ's at the address or email address shown above.

Here's the list of things I need to process your application:

- * APPROVAL LETTER, FROM POST COMMANDER
- * APPLICATION (WITH NAMES PRINTED & SIGNED) & OFFICER SIGNATURES AT THE BOTTOM.
- * DUES & REMITTANCE FORM (DRF) WITH ALL MEMBER INFO ENTERED
- * CHAPTER OFFICER'S RECORD (2 PAGES) COMPLETELY FILLED OUT WITH DATES AND SIGNATURES
- * EIN LETTER ISSUED FROM IRS
- * ARTICLES OF INCORPORATION ISSUED FROM STATE (If required)
- * OPEN A BANK ACCOUNT- INCLUDE THE BANK NAME, ACCOUNT # & THE EIN # on the CHAPTER OFFICER'S RECORD, page 1)

Here's some instructions on where to get the information I need listed above.

1. Go to National Riders' Website: www.amvetsridersnational.org
2. Under PUBLICATIONS tab go to NEW CHAPTERS
3. Fill out NEW CHAPTER APPLICATION
4. Get everyone that wants to join fill out an APPLICATION FOR MEMBERSHIP. Be sure to fill it out completely. I DON'T NEED THIS FORM, KEEP THEM AT YOUR CHAPTER FOR YOUR RECORDS.
5. Fill out a Dues & Remittance Form (DRF). Be sure and fill the info out COMPLETELY with everyone's information on it: name, address, phone, Rider or Supporter, AMVET, Son or Auxiliary, email, and parent organizations member number if they have one. You should be able to fill this out from your individual membership applications.
6. You also need to get on the IRS website (IRS.gov) and fill out an application for an EIN number for non-profit organization. I'll need a copy of that letter which assigns you an EIN.
7. You will need to start a bank account.
8. If your state requires you to have Articles of Incorporation, apply for that and send me a copy of the articles.
9. Once I have all the paperwork and it's complete, I will forward it to the National 1st Vice for his approval. Once approved I'll need an address to a STAPLES (preferably), or a print shop so I can email them the Charter for print. You'll be able to pick it up and it shouldn't cost more than a few dollars. Within 30 days after approval, you'll need to send your dues check to your Department or those without, directly to me. When sending direct to me the dues for National is \$12 per person.

Karen Cox
Riders National Secretary
(419) 304-5310
Ridersns3.kcox@yahoo.com