

DEAF CHILDREN'S LITERACY PROJECT

Becoming an Affiliate of the NCSA

Affiliates of the NCSA enjoy federal tax-exempt status through the National Association's group exemption. When they complete the process described here, affiliates may begin to operate as non-profit entities without applying to the IRS for tax exemption and waiting for that agency's decision. Exemption via affiliation is less expensive than individual IRS exemption and is effective immediately on approval by the NCSA Board of Directors. Affiliates maintain separate books from the NCSA and operate without NCSA Board supervision. However, the NCSA may choose to remove affiliate status at any time if the activities of an affiliate organization are in opposition to or undermine the activities of the NCSA.

Associations will receive the following benefits as a result of affiliation with the NCSA:

1. Immediate tax exempt status **upon** approval of the NCSA Board.
2. Reduced annual NCSA dues for each member of the organization.
3. Networking and referral services, information sharing, and free advertising in the NCSA newsletter for local fund-raising, training, and social activities.
4. Representation on the NCSA board by an elected at-large director of affiliates.
5. May apply to NCSA for small grants for specific projects.

The NCSA Board meets **face to face twice a year, although online meetings occur during the interim**. Applications for affiliate status will be considered at Board meetings. A schedule of meetings can be found on the NCSA web site under "Events" (www.cuedspeech.org). A representative from your organization is encouraged to attend the Board meeting at which your application will be considered; however, this is not a requirement.

Upon receiving NCSA approval of this application, you will be asked to remit a \$75 first-year affiliation fee payable to the NCSA. To maintain your tax exempt status in the future, each year you will need to:

1. Remit annual dues (\$50, subject to change)
2. Provide a current list of members with their contact information (required by the IRS)
3. Submit information about events (social, workshops, camps, etc.) at www.cuedspeech.com or directly to info@cuedspeech.org
4. Submit copies of informational items as they are created (brochures, information sheets, etc.)

Questions about how to complete the application form or the benefits of being an NCSA affiliate should be directed to:

Sarina Roffe at 800-459-3529 or info@cuedspeech.org

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Application for Becoming an NCSA Affiliate

Name of Organization: _____
Primary Contact Person: _____
Street Address: _____
City/State/ZIP: _____
Phone: _____
Email: _____

The _____ intends to operate as a subordinate of the National Cued Speech Association (NCSA) in accordance with NCSA's mission and bylaws.

- Our group was organized on (date) _____
- At this time, our group is: tax exempt _____ incorporated _____ neither _____.

Please include the following attachments:

- A list of officers indicating, each officer's title, address (street, city, state, ZIP code), email address, and phone number.
- A list of group members and their addresses (if appropriate)
- A copy of the organization's bylaws
- A copy of any promotional materials (if available) created by the organization (brochure, flyer, logo, information sheets, etc.)
- A completed IRS Form SS-4 requesting a federal employer identification number (if needed)
Send it to the IRS and send a copy to the NCSA. When the number is received, it must be given to the NCSA Executive Director.

Completed application should be sent to:
National Cued Speech Association
3603 Quentin Road
Brooklyn, NY 11234

Received by NCSA: _____ (Date)

Approved by NCSA Board: _____ **(Date)**