

# **Check list of Items required by Mid-State Youth Football and Cheerleading, Inc.**

By the month required

Each community under our 501 (c ) (3) must also file their Non-Stock form – listed by Quarters due on last page

## **January – File 990N**

### **How to file your 990N:**

<https://sa.www4.irs.gov/eauth/pub/login.jsp?Data=VGFyZ2V0TG9BPUI%253D&TYPE=33554433&REALMOID=06-000ca231-ad53-16bc-8663-483c0adb40e7&GUID=&SMAUTHREASON=0&METHOD=POST&SMAGENTNAME=UOkC7yx4eMTO24FGxPfBRb5q3Mj3Xh3pyXfBEjYyHJ97nGCXu16wx5MzFHjfZmlG&TARGET=-SM-http%3a%2f%2fsa%2ewww4%2eirs%2egov%2fepostcard%2fsecure%2fhome%2f>

**\*\*You will see Mid-State Youth Football and Cheer under organization name. Make sure that it is your EIN in the far left box.**

You will need:

1. Your login id: (which will be YOUR employee identification number) \_\_\_\_\_
2. Password: \_\_\_\_\_
3. Fill in Required info and submit. IRS will send email to one person on file letting you know if you are accepted or denied.
4. Either forward to league secretary or bring a copy to the next meeting. This should be done no later than the February meeting. If not done for three years you will lose tax exempt status.

- ✚ Academic Chair will email out scholarship application so that each community can get it to their school for students that are eligible. Will also be on website.
- ✚ Community Contacts updated to ensure correct people are getting info from league.

Updated April 24, 2017

✚ Rule discussion.

✚ Forms Available on website

## **February –No meeting**

## **March**

1. Directory will be emailed to all communities.
2. Community Sign Ups should be started.
3. Rule Changes and approval (may be sent out through email during the month of February)

## **April - Scholarships due**

1. Students eligible for league scholarship should have them to league secretary by April meeting (date will change each year so that they are received by April's meeting) so they can be distributed to Academic committee to discover winner.

## **May – Team Counts**

1. Turn in team counts to league secretary
2. League secretary will get insurance premium and send out notice to league Presidents to have premium for June meeting.

## **June – Dues/Scholarship/Insurance due**

1. League secretary will collect checks from each community for dues/scholarship/insurance. Should have been emailed out to each community in May. Fees due no later than July meeting.
2. Special date requirements(game days) for scheduling due

## **July – Coaches meeting**

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1. Each Community will need to have one coach from each team attend the coaches meeting. They will be required to sign in and they should bring their own copy of rules to meeting.
2. Back ground checks due. [www.familywatchdog.us](http://www.familywatchdog.us) or <http://wacca.wicourts.gov>
3. Final Schedule published.
4. Verification of subordinate roster is received in July and needs to be returned w/any changes (done by Mid-State Secretary)
5. Concussion Compliance form from each community due

## **August**

1. Meeting time changes to 7:30 pm

## **September**

1. Meeting time 6:30 pm

## **October**

1. Meeting time 6:30 pm
2. Championship game and Cheer competition
3. Nominations for Positions that are up

## **November**

1. Elections for open positions

## **December - No Meeting**

1. If new President for MSYFC must change all IRS paperwork to current President.

Updated April 24, 2017

# Non-Stock due dates

Only those under MSYFC 501(c) (3) will have to turn in their non-stock to the secretary. This is one of the required documents to be in good standing with the league and stay under the tax exempt status of the league.

## First Quarter –due March 31<sup>st</sup> –

1. Almond
2. Wautoma
3. Weyauwega-Fremont
4. Wittenberg-Birnamwood

## Second Quarter – due June 30<sup>th</sup>

1. Omro
2. Plainfield
3. Winneconne

## Third Quarter – due September 30<sup>th</sup>

1. Wild Rose
2. Mid-State Youth Football and Cheerleading

## Fourth Quarter – December 31<sup>st</sup>

1. Iola-Scandinavia
2. Rosholt
3. Manawa

Adams Friendship, Amherst, Berlin, Quad City have own tax exempt status.

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