



Office use only

Date Received: _____

Determination: _____

Annual Club Registration

CLUB CONTACT

Club Name: _____

Organizing Leader(s):

Phone #: _____ Division/Lot# _____

Email Address: _____

Organizing Leader(s):

Phone #: _____ Division/Lot# _____

Email Address: _____

Organizing Leader(s):

Phone #: _____ Division/Lot# _____

Email Address: _____

CLUB INFORMATION

Purpose & Mission: _____

Active households represented (attach roster) _____ Proposed minimum attendance at activities: _____

Requested events/activities/dates/locations* (Clubhouse agreement form to be completed once approved):

Do you allow non-residents to participate? _____ If so, please explain limitations:

Do you charge dues/membership fees? _____ If so, please complete the financial section on back

Do you charge at events/activities? _____ If so, please complete financial section on back

If approved, group agrees to

- Promote club activities exclusively, openly, & transparently to all members of the Birch Bay Village Community without discrimination.
- Not to hold any activity or event that financially benefits (directly or indirectly) a single member/group of members and/or business.
- To cancel any confirmed activities at least 2 months in advanced or risk cancellation of future activities.
- Contact management to re-evaluate registration if attendance at activities and/or events drop below the approved minimum

AGREEMENT & SUBMISSION

SIGNATURE: _____ **DATE:** _____



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Club Financial Information

ORGANIZATION

To collect money from members for any reason, BBVCC requires legal registration as a nonprofit entity with the State of Washington, along with annual federal tax filing. Please attach By-Laws and Articles of Incorporation. It is further recommended, but not required, to register as a 501.c.7 organization with the IRS.

The other option is to request to be organized as a committee under the authority of the Board of Directors.

WA UBI NUMBER _____

Federal EIN _____ 501.c. status _____

If this is to renew an existing club, please attach most recent tax return or 990 filing.

Prefer to organize as a committee under the authority of the Board _____

FINANCIAL STRUCTURE

Dues (if applicable): _____ Per _____ (household/member)

What do dues cover (if applicable) – include proforma budget:

Fees charged at events (if applicable) & what is covered:

Is alcohol served at any event? _____ (if yes, the required permit will need to be secured 30 days before event)

- Banquet permit OR special occasion license will be required, depending upon event specifications
- Sales tax may need to be collected

Is food served at any event that has a charge? _____ (if yes, the required permit will need to be secured 30 days before event)

- Temporary Event Permits are available through Whatcom County Health Department
- Sales tax may need to be collected

FUNDRAISING

Do your activities include fundraising for non-club activities? (examples include raising money for charity, BBVCC amenities, etc) If so, please describe:

For BBVCC amenities, prior approval is required before fundraising for infrastructure/improvements/proposals involving BBVCC property. Similarly, final approval of such expenditures requires management approval.