

HOW TO FORM A NEW LOCAL CLUB:

To become a local NCMOM club with tax-exempt (501(c)(3)) status, we have prepared the following information to assist you in forming a new club:

- _____1. Have an interest or club formation meeting and determine that your area does want a multiples support group. Set up a Facebook page, place a Craigslist ad, set up a Meet-Up group, these are just a few ways to feel-out interest in your area and methods that have been used by local clubs in NC.
- _____2. A new club must have 4 or more members for NCMOM and MOA membership.
- _____3. Once you have decided to form a group:
 - _____a. Decide on a name
 - _____b. Decide on a meeting time and place
 - _____c. Select board members
 - _____d. Create bylaws (see NCMOM bylaws for ideas, or contact another local club for help)
- _____4. The Treasurer should apply for a Federal Employer Identification Number (FEIN) for your club. <https://sa.www4.irs.gov/modiein/individual/index.jsp> This will take about 15 minutes and does not cost anything.
- _____5. The President and Treasurer should open a club checking account.
- _____6. Apply for group tax-exempt status with MOA (www.nomotc.org). You will use the Dues Renewal and New Membership Application form. National membership is \$10/member per club year; National club year is August 1-July 31. But you may form your local club at any time and join. New clubs will also pay a \$30 application fee for the first year.
 - a. With the application, please include a list of zip codes used for your local club in the club search on the National website, member listing, letter of authorization, and current bylaws for your club. (All information and forms available on their website).
- _____7. Apply to be a part of NCMOM (<http://www.ncmom.org/important-files.html>). You will use the NCMOM Club Renew/Join Application. New clubs pay a \$10 application fee the first year. Membership is \$3.50/member per club year; NCMOM club year is August 1-July 31. Membership is prorated in January if joining after December 31. Please include a list of officers with your application, as well as designating two members as your local club contacts/delegates for NCMOM.