Set Your Sights on AEC!

Our GPS is set for Mobile, and planning is underway for the best AEC yet! There will be lots of surprises in store! Chapters will receive a Constant Contact email with the AEC packet in the next couple of days. This will have links for all the paperwork needed for registration. Chapter Presidents and AEC Chairs, please make sure to read all the information and pass it on to your members.

Along with our AEC tshirt, we are offering a new option: for those members who love our tote bags, but are unable to attend AEC, we are now offering a preorder for those (those who attend AEC will receive a tote bag included with their registration). Both the tshirt and tote bag preorders are due to Headquarters by March 15. AEC is a time for all of us to learn and share ideas, from Provisional members to Life members. It’s also time to re-energize ourselves and our mission, which are vital parts of being a thriving Chapter. The deadline for Early Registration and Hotel Reservations is April 6, 2020. See you in Mobile!

Time to Send Out Donation Receipts

IRS regulations require that to claim a tax deduction for a charitable contribution, the donor must have a bank record or written communication from the nonprofit organization documenting the contribution. If the contribution is $250 or more, or is $75 or more and the donor receives something of value from the nonprofit, the donor is required to obtain a written acknowledgment from the nonprofit. Accordingly, your Chapter should provide receipts which satisfy the IRS requirement to all donors. You can send charitable contribution receipts as your Chapter receives donations, or send receipts in January for all contributions received during the previous calendar year. All receipts for charitable contributions should contain the following information:

- Name of the organization
- Amount of cash contribution
- Description (but not value) of non-cash contribution
- Statement that no goods or services were provided by the organization if that is the case
- Description and good faith estimate of the value of goods or services, if any, that organization provided in return for the contribution

Whenever you send charitable contribution receipts, it’s the perfect time to enclose a thank you note! Tailor the letter to make it personal to the donor and include information on how the funds raised were used to improve your community. Thanking donors helps keep them involved with your Chapter and reminds them that their efforts are greatly appreciated and needed.

Serving on National Level

Just a reminder that all applications for NAJA Committees, CSCs, and the Executive Board can be found on the NAJA website under the Forms and Guides Section. If you have questions, contact Leslie James at najaexofficio@gmail.com. Deadline to apply is January 31st!

Please note that the NAJA Scholarship deadline has been extended for 2020 ONLY. The deadline is now February 15, 2020.

Cheers to New Years 2020!

20% off Sale until February 3rd! Contact Headquarters to place your order!