

May 3, 2018

FACRL

Attn: Suzette Spencer 3501 SW Davie Road Bldh 17, Room 3210

Davie, FL 33314

Via email: [sspencer@broward.edu](mailto:sspencer@broward.edu)

Dear Ms. Spencer,

This letter serves to follow up on the conference call we had last Friday April 27, 2018 regarding the transition of the Florida Association of College and Research Libraries to 501(c)3 status. I agreed to put together an outline of the action steps required so that your board can make a decision about how to move forward.

I will need answers to the following questions:

* Address that you wish to have on record with the IRS
* Who will be the signer of the application? Name and title.
* Who do you want to have as the main point of contact
* We will likely need to add specific clauses in the bylaws stating your intention to act as a 501(c)3 and also express a provision for how to use your assets should the organization disband. We may also have to make sure the necessary language is in your articles of incorporation with the FL Division of Corporations. Are these changes something that can be approved over email? If not how often does the board meet so that we can get timing together for these changes.
* The IRS asks for a “narrative description of your activities” this should be a page or two in length. They also will need a mission statement from FACRL.
* I need a current list of your officers and their mailing addresses, qualifications to be an officer, average hours worked for FACRL per month and duties.
* Do any of your officers receive compensation for your activities?
* Are any of your officers related through family or through employment at the same institution or other business relationship?
* Are you willing to adopt the IRS conflict of interest policy? (See attached document)
* What type of activities do you think your organization might participate in for fundraising? What might you do with money raised in fundraising?
* Will you accept donations other than money? (Cars, property, etc)
* Does your organization have anything that you might consider Intellectual Property (recordings from conferences, publications etc)?
* What exactly is your relationship with ACRL?
* Can I get copies of your last 5 years of financial statements (Money in and money out)?

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* Does FACRL owe any money?
* Does FACRL own anything?

Once we get this information together I can get the application complete and we can get it signed and submitted to the IRS. Additionally, we discussed filing fees which are $600 with the IRS and $1,500 for my fees. Payment will be required in full for me to begin the application process.

I’m sure you will likely have more questions for me that I am glad to answer. I have also included for you a copy of the form 990 which is what your organization will be required to file each year to keep your status active.

Regards,



Elizabeth C. Barnes Esq