

National Space Society U.S. Chapters Annual Report for 2019 Information and 2018 Activities



December 2018

Thank you for being an active chapter in 2018 and 2019!

Please send four reports:

1. Chapter Information (pages 2-3),
2. Group Exemption (p. 4),
3. 2018 Activity/Event Report (p. 5 or [online](#)), and
4. Financial Report (p. 6).

Please submit the Group Exemption and Financial Report by one of these methods so we will have your signature: scan-and-email, scan-and-fax the signed page(s) to (703) 435-4390, or mail signed pages to:

Virtual Inc
Attn: National Space Society Chapter Reports
11130 Sunrise Valley Drive, Suite 350
Reston, VA 20191, USA

Please complete all reports by February 15, 2019 and use this address for emailing: Chapter-Reports@nss.org.

National Space Society Chapter Information for 2019

Chapter Name:

Address for NSS Listing:

City/State/Zip:

Phone Number: Alternate Number:

Email Address:

2019 Chapter Contacts: Select 2, one with **"P"** for primary and **"A"** for Alternate

<input type="checkbox"/>	President	<input type="checkbox"/>	Vice President	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Treasurer	<input type="checkbox"/>	Other
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Chapter Web Site URL:

Other online URL:

Newsletter Name:

*This above information will be printed in *Ad Astra* magazine and other NSS publications and will be posted on the web. Notify the NSS Chapters VP for changes between annual reports.

2019 Editor/Webmaster Name:

IRS Employer Identification Number (EIN) _____

Check following if:

- | | | | |
|---|--------------------------|---|--|
| [| <input type="checkbox"/> |] | A complete Chapter Event report is attached. |
| [| <input type="checkbox"/> |] | A current Chapter Membership list is attached. |
| [| <input type="checkbox"/> |] | Chapter Bylaws <u>have</u> changed in the past fiscal year and a copy is attached. |
| [| <input type="checkbox"/> |] | Proof of our IRS Form 990-N (or other 990) filing is attached |
| [| <input type="checkbox"/> |] | A Chapter Financial Report is attached (U.S. chapters not filing separately) |

In what month does your Chapter Elect officers?

How many members of your Chapter can vote on Chapter issues?

What is the average number of people who attend meetings?

2019 President: Name & NSS member #			
Address:			
City/State/Zip:			
Phone Number:		Alt Phone:	
Email Address:			

2019 Vice President: Name & NSS member #			
Address:			
City/State/Zip:			
Phone Number:		Alt Phone:	
Email Address:			

2019 Secretary: Name & NSS member #			
Address:			
City/State/Zip:			
Phone Number:		Alt Phone:	
Email Address:			

2019 Treasurer: Name & NSS member #			
Address:			
City/State/Zip:			
Phone Number:		Alt Phone:	
Email Address:			

Other Contact Name(s)/title:			
Address:			
City/State/Zip:			
Phone Number:		Alt Phone:	
Email Address:			

NSS USA CHAPTER - GROUP EXEMPTION AUTHORIZATION LETTER

(Please return by February 15)

I,		, duly authorized officer
of		("Chapter"),

represent to the National Space Society ("NSS") as follows:

- a. Chapter is organized and shall be operated at all times exclusively as a nonprofit organization exempt from federal income taxation under Section 501(a) of the Internal Revenue Code ("Code") as an organization described under Section 501(c)(3) of the Code and in full compliance with the requirements thereof;
- b. Chapter is not a private foundation within the meaning of section 509(a) of the Code;
- c. Chapter is and shall be: i) a "subordinate" of NSS; ii) affiliated with NSS; and iii) subject to the general supervision or control of NSS; and,
- d. The fiscal year of the Chapter is the same as that of NSS which is January 1 – December 31.

Chapter confirms that it's governing instrument (e.g., charter, articles of association etc.) [a copy of which was previously submitted to NSS/or which is attached hereto] is in full force and effect. Chapter further confirms that a detailed description of its purposes and activities, including the sources of its receipts and the nature of its expenditures [a copy of which was previously submitted to NSS/or which is attached hereto] is accurate as of the date of this letter.

Chapter authorizes NSS to take all action including, but not limited to, filing all appropriate documents with the Internal Revenue Service ("IRS"), pursuant to the group exemption letter dated September 16, 1996 and issued by the IRS to NSS in accord with Rev. Proc. 80-27 ("Group Exemption Letter"), to add Chapter to the roster of subordinate organizations covered by the Group Exemption Letter. Chapter also agrees to file a statement with NSS each February confirming the information set forth herein which is necessary for Chapter to remain a subordinate organization that is covered by Group Exemption Letter and which is subject to the supervision and control of NSS.

(Signature of authorized officer)

Title:		Date:	
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Please check one:

(<input type="checkbox"/>)	Chapter's employer identification number (EIN) is:	
(<input type="checkbox"/>)	Chapter has applied for an EIN but has not yet received it.	
(<input type="checkbox"/>)	Chapter has not yet applied for an EIN. Please inform us of the procedure to obtain an EIN.	

Address of Record (for IRS purposes – PO Boxes are NOT acceptable):

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Chapter address, c/o, street address / P.O. Box

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City, State, Zip

Chapter Name:

NSS Chapter Report for 2018 Activities – file by 2/15/2019

For the National Space Society to establish the recipients for the 2019 Chapter Awards, plan and provide materials to Chapters, win participation in the CFC (Combined Federal Campaign), prove the value of Chapters to other NSS members and the NSS Board and officers, and publicize Chapter work — we need at least the following information in your Chapter activities report.

Please provide the following for **EACH** event/activity:

- a. Event title & type (lecture, meeting, school visit, display, etc.)
- b. City & State
- c. When (Date & Time) & Venue (like school, library, rented hall, etc.)
- d. Was this a Public Event, a STEM event, or school event?
- e. Estimated Audience Size & who was the audience (students? Organization? Etc.)
- f. Speaker name or Activity description (was the Speaker an NSS member?)
- g. Other information you believe useful to publicize & promote your Chapter

Example:

Event title & type: ApolloCon 2018, science fiction convention

City, state & venue: Westin Houston Memorial City Hotel, Houston, Texas

Date & Time: June 19-21, 2018

Public, private or school Event? public

Estimated Audience Size: 80

Speaker: Dr. Larry Friesen (Chapter member)

Description: Dr. Friesen spoke in the panel: “Mars Has No Internet” (Speed and bandwidth limitations of deep-space communications).

NSS Chapter Financial Report — Short Form 2018

U.S. chapters who are required to file a financial statement with the National Space Society may do so via this alternative “short form” if that chapter has an income of less than \$50,000. (If Chapter income is over \$50,000 use the Long Form from NSS website on Chapters Annual Report page). Please indicate the amount of your chapter’s Income for the previous year, and provide the signatures and names of President and Treasurer. (revised Dec 2018)

Chapter Name:	
Filing Year:	

We, the undersigned, hereby state and affirm as follows:

The income of NSS Chapter named above for filing year cited above was less than (check one):

\$50,000	<input type="checkbox"/>	\$25,000	<input type="checkbox"/>	\$10,000	<input type="checkbox"/>	\$5,000	<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$1,000	<input type="checkbox"/>
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President Signature:			
President Name:		Date:	

Treasurer Signature:			
Treasurer Name:		Date:	

Required: mail, or scan then email or fax, this **signed page** to Headquarters by February 15th.

Mail this page to:

Virtual Inc
ATTN: National Space Society Chapter Reports
11130 Sunrise Valley Drive, Suite 350
Reston, VA 20191, USA

OR

Scan then email to Chapter-Reports@nss.org

or FAX this page to: **(703) 435-4390, ATTN: NSS Chapter Reports**