



MEMBERSHIP, PLANNING, BRANCH DOCUMENTS AND STRUCTURE, AND MORE

April 3, 2025

AGENDA

- Welcome and Introductions – Kathy Ford
- Poll Questions – Kathy Ford
- Membership and HUB – Carol McMillan
- Planning, Budgeting and Year-End Reporting – Indrani Chatterjee
- Missing Documents, Registry Search Tool and Restoring Charitable Status – Kathy Ford
- Combining Branches and Branch Dissolution – Sharyn Siebert
- Q&A

POLL QUESTIONS

1. How many members in your branch?
2. What is the status of your branch membership?
3. Does your branch have a formal budgeting process?
4. Does your branch maintain a permanent file that includes all founding documents, contracts, other important documents and regulatory filings for the past 7 years?

MEMBERSHIP QUESTIONS

- New National Dues - \$74 beginning April 1, 2025
- Student Dues – Still \$18.81
- Lifetime - \$1480 (20 times current annual National dues)
- All national dues are fully Tax-Deductible
- If approved by the membership, State dues will be increased to \$30 for the new fiscal year, beginning July 1, 2025. Payments received starting May 15, 2025 will be at the new rate for the new fiscal year.

ARE YOUR BRANCH DUES CHANGING?

- Should have been submitted by April 1
- If you need to update yours, contact ASAP
 - connect@aauw.org
 - coopera@aauw.org

SPECIAL MEMBERSHIP CATEGORIES

- Dual Members (multiple branches/states) – Members must use HUB themselves or write checks to dual branches
- Paid Life members – State and Branch Dues apply
- Honorary Life Members – 50 years of continuous membership – no national or state dues
 - For those newly joining this category, (joined in 1975 or earlier), request certificate via connect@aauw.org

SHAPE THE FUTURE

- Shape the Future – New members who join at an event – pay 50% of national dues – now \$37 – Use Coupon Code STFF26
- Note – For every two Shape the Future members, the branch earns a free national membership.
- All but a few Branches have 1 or more free memberships. Must be used before end of June

| | | |
|---------------------------------|----|---|
| A0055-Beach Cities | 5 | 2 |
| A0056-Marin Inc. | 28 | 3 |
| A0058-Marysville-Yuba City Inc. | 25 | 3 |
| A0061-Merced | 9 | 3 |
| A0065-Monterey Peninsula Inc. | 22 | 3 |

How Do We Redeem Our Free Memberships?

Check the Status Report to see how many free memberships your branch has earned. Use the Redemption Form to submit your free national memberships via email. Memberships are processed weekly.

[STATUS REPORT](#)
[REDEMPTION FORM](#)

STUDENT MEMBERS

- Free national membership for students of AAUW affiliate colleges/university. State Dues are \$10
- Coupon Codes - Student Associates (undergraduates) CUSudentFY26 and Graduate Students CUGradStudentFY26
- Students not at affiliate colleges/universities – national dues still \$18.81 and state dues are \$10

RECOMMEND RENEWING THROUGH HUB

- Reminder email sent by National on the 20th of each month
 - First reminder – 1 month prior to expiration
 - Second reminder – month of expiration
 - Third reminder – 1 months after expiration
 - Fourth reminder – month grace period ends
- Status as shown on Roster
 - Current – within 12 months of join/start date
 - Grace - within 90 days after the expiration date
 - Future – Renewed ahead of join/start date

IF MEMBERS PAY BRANCH BY CHECK

- Branch managers can renew members on HUB as well as add donations to AAUW Greatest Needs Fund
 - Go to Renewals and Donations and click on pencil icon in the Renew column, click the box for each member being renewed
 - For donations to Greatest Needs Fund, click pencil icon in Donation Amount Column
- After all selections are complete, download and review Renewals and Donations Worksheet
- If correct, click Pay Now
- Do not process if incorrect. Send email to connect@aauw.org

SAMPLE OF BRANCH ROSTER

| Start Date | End Date | Renew | Donation Amount | National Dues | State Dues |
|--------------|--------------|-------|-----------------|---------------|------------|
| Jun 30, 2024 | Jun 29, 2025 | | | | |
| Aug 31, 2024 | Aug 30, 2025 | | | | |
| Jun 30, 2024 | Jun 29, 2025 | | | | |
| Sep 30, 2024 | Sep 29, 2025 | | | | |
| Jun 30, 2024 | Jun 29, 2025 | | | | |
| Jun 30, 2024 | Jun 29, 2025 | | | | |
| Sep 30, 2024 | Sep 29, 2025 | | | | |
| Sep 30, 2024 | Sep 29, 2025 | | | | |

DONATIONS TO OTHER AAUW FUNDS

- Members wishing to contribute to other National Funds Should do so through the Branch AAUW Fund Chair, or by mailing a check directly to National.

PLANNING-BUDGETING & YEAR-END REPORTING

PLANNING & BUDGETING

Budget Planning:

Before preparing a budget for Fiscal Year 2025-2026, conduct a thorough review of the branch's financial position, strategic goals, and past performances to ensure the budget aligns with mission and resource allocation.

Review two years Revenues and Expenses - Current Fiscal Year and previous Fiscal Year

Simplify Strategic Goals - Ensure the budget aligns with the branch's strategic plan and program goals

PLANNING & BUDGETING

Determine timeline - Set a target date for board approval and allow sufficient time for each step, including review and discussion

Agree on budget approach - Discuss and agree on the budget approach, including the level of detail, assumptions, and how much uncertainty can be included

Forecast future income and expenses - Estimate future income based on current fundraising and revenue activities, as well as potential new activities

Identify variable expenses - Consider variable expenses that may fluctuate throughout the year and plan accordingly

PLANNING & BUDGETING

Set fundraising targets - Establish clear and achievable fundraising targets that align with AAUW mission and Branch's project needs

Budgeting:

Develop a Draft Budget and Review - Determine the costs required to achieve program goals and organizational objectives (such as: Increase membership). Project income based on current fundraising and revenue activities, as well as potential new activities.

Review the draft budget - Verify that the draft budget meets program and organizational goals, and review all assumptions

PLANNING & BUDGETING

Make adjustments - Make adjustments to the budget based on goals, capacity, and the need to match income and expenses

Present the budget to Board - Present the draft budget to Board for review and feedback

Obtain board approval - Present the final budget to the board for approval

Next Slide has a Sample Budget Worksheet

| Statement of Activities | | | | | |
|-------------------------|--------------------------------------|---------------------------|---------------------|---------------------|-------------------------|
| | | | Prior Year End | Current Year End | Budget for Next Year |
| Revenues: | | | | | |
| | <i>Operating Income</i> | | | | |
| | Branch Dues Income | | \$ 3,200.00 | \$ 3,500.00 | \$ 3,500.00 |
| | Member Event Income | | \$ 2,850.00 | \$ 3,000.00 | \$ 3,500.00 |
| | Directory Advertising Income | | \$ 1,700.00 | \$ 1,500.00 | \$ 1,200.00 |
| | | | \$ 7,750.00 | \$ 8,000.00 | \$ 8,200.00 |
| | <i>Project Income</i> | | | | |
| | Fundraising Income | | | | |
| | | Tech Trek | \$ 10,000.00 | \$ 12,000.00 | \$ 13,000.00 |
| | | Local Scholarships | \$ 2,650.00 | \$ 2,000.00 | \$ 2,800.00 |
| | | Local Scholarships Raffle | \$ - | \$ 500.00 | \$ 700.00 |
| | | | \$ 12,650.00 | \$ 14,500.00 | \$ 16,500.00 |
| | | | | | |
| | Total Revenues | | \$ 20,400.00 | \$ 22,500.00 | \$ 24,700.00 |
| | | | | | |
| Expenses: | | | | | |
| | <i>Operating Expenses</i> | | | | |
| | Member Event Expenses | | \$ 3,000.00 | \$ 2,700.00 | \$ 2,500.00 |
| | Administrative Expense | | \$ 140.00 | \$ 150.00 | \$ 150.00 |
| | Directory Expense | | \$ 425.00 | \$ 400.00 | \$ 400.00 |
| | | | \$ 3,565.00 | \$ 3,250.00 | \$ 3,050.00 |
| | <i>Project Expenditures</i> | | | | |
| | <i>Fundraising Expenses</i> | | | | |
| | | Tech Trek | \$ 1,500.00 | \$ 2,000.00 | \$ 2,000.00 |
| | | Local Scholaships | \$ 200.00 | \$ 230.00 | \$ 590.00 |
| | | Local Scholarships Raffle | \$ - | \$ 20.00 | \$ 60.00 |
| | Funds Paid (net) | | | | |
| | | Tech Trek | \$ 8,000.00 | \$ 9,500.00 | \$ 12,000.00 |
| | | Local Scholarships | \$ 2,450.00 | \$ 2,250.00 | \$ 2,850.00 |
| | | | \$ 12,150.00 | \$ 14,000.00 | \$ 17,500.00 |
| | | | | | |
| | Total Expenses | | \$ 15,715.00 | \$ 17,250.00 | \$ 20,550.00 |
| | | | | | |
| | Excess Revenues Over Expenses | | \$ 4,685.00 | \$ 5,250.00 | \$ 4,150.00 |

YEAR-END REPORTING

Year-end financial closing is the process of finalizing branch's financial statements for the current fiscal year, ensuring accuracy and compliance, and preparing for the next year's financial planning.

Why it's important:

Accuracy and Compliance: Ensures the accuracy of financial reporting and compliance with accounting standards and regulations

Financial Health: Provides a clear picture of the branch's financial performance and position, allowing for better decision-making

YEAR-END REPORTING

Tax Reporting: Facilitates accurate tax reporting and compliance with tax obligations.

Internal Revenue Service (IRS): Form 990 or 990-EZ or 990 N

California State: Form 199 or 199N (if revenue is \$50K or less), RRF-1,

CT-TR-1 and CT-NRP-2

Future Planning: Provides a solid foundation for future financial planning and budgeting.

Year-End Statement of Activities Report

| | Current Year | Budget | Over/(Under) Budget |
|---------------------------------------|---------------------|---------------------|------------------------|
| Revenues: | | | |
| <i>Operating Income</i> | | | |
| Branch Dues Income | \$ 3,500.00 | \$ 3,480.00 | \$ 20.00 |
| Member Event Income | \$ 3,000.00 | \$ 3,200.00 | \$ (200.00) |
| Contributions | \$ 1,500.00 | \$ 1,200.00 | \$ 300.00 |
| Total Operating Income: | \$ 8,000.00 | \$ 7,880.00 | \$ 120.00 |
| <i>Project Income</i> | | | |
| Fundraising Income | | | |
| Tech Trek | \$ 12,000.00 | \$ 12,000.00 | \$ - |
| Local Scholarships | \$ 2,000.00 | \$ 2,300.00 | \$ (300.00) |
| Local Scholaships Raffle | \$ 500.00 | \$ 700.00 | \$ (200.00) |
| Total Fundraising Income: | \$ 14,500.00 | \$ 15,000.00 | \$ (500.00) |
| Total Revenues: | \$ 22,500.00 | \$ 22,880.00 | \$ (380.00) |
| Expenses: | | | |
| <i>Operating Expenses</i> | | | |
| Member Event Expenses | \$ 2,700.00 | \$ 2,500.00 | \$ 200.00 |
| Administrative Expense | \$ 150.00 | \$ 200.00 | \$ (50.00) |
| Directory Expense | \$ 400.00 | \$ 450.00 | \$ (50.00) |
| Total Operating Expenses: | \$ 3,250.00 | \$ 3,150.00 | \$ 100.00 |
| <i>Project Expenditures</i> | | | |
| Fundraising Expenses | | | |
| Tech Trek | \$ 2,000.00 | \$ 2,500.00 | \$ (500.00) |
| Local Scholarships | \$ 230.00 | \$ 270.00 | \$ (40.00) |
| Local Scholarships Raffle | \$ 20.00 | \$ 30.00 | \$ (10.00) |
| Funds Paid (net) Tech Trek | \$ 9,500.00 | \$ 9,500.00 | \$ - |
| Local Scholarships | \$ 2,250.00 | \$ 2,200.00 | \$ 50.00 |
| Total Fundraising Expenses: | \$ 14,000.00 | \$ 14,500.00 | \$ (500.00) |
| Total Expenses: | \$ 17,250.00 | \$ 17,650.00 | \$ (400.00) |
| Excess Revenues Over Expenses: | \$ 5,250.00 | \$ 5,230.00 | \$ 20.00 |

Year-End Financial Position Report

| | Year 1 Begin | Year 1 End | Change |
|-----------------------------------|---------------------|---------------------|--------------------|
| Assets: | | | |
| <i>Current Assets</i> | | | |
| Checking Account | \$ 8,000.00 | \$ 14,000.00 | \$ 6,000.00 |
| Savings Account | \$ 4,500.00 | \$ 4,500.00 | \$ - |
| Total Cash Available: | \$ 12,500.00 | \$ 18,500.00 | \$ 6,000.00 |
| <i>Prepaid Expenses</i> | | | |
| Venue Deposit | \$ 1,500.00 | \$ 1,700.00 | \$ 200.00 |
| Total Current Assets: | \$ 14,000.00 | \$ 20,200.00 | \$ 6,200.00 |
| Liabilities: | | | |
| <i>Current Liabilities</i> | | | |
| AAUW CA Dues | \$ - | \$ - | |
| AAUW National Dues | \$ - | \$ - | |
| AAUW National Donat | \$ - | \$ - | |
| <i>Deferred Income</i> | | | |
| Deferred Branch Dues Income | \$ 2,000.00 | \$ 2,950.00 | \$ 950.00 |
| Total Liabilities: | \$ 2,000.00 | \$ 2,950.00 | \$ 950.00 |
| Net Assets: | | | |
| <i>Restricted:</i> | | | |
| Tech Trek | \$ 500.00 | \$ 1,000.00 | \$ 500.00 |
| Local Scholarships | \$ - | \$ - | |
| AAUW National | \$ - | \$ - | |
| Restricted Total: | \$ 500.00 | \$ 1,000.00 | \$ 500.00 |
| <i>Unrestricted:</i> | | | |
| Unrestricted Net Assets | \$11,500.00 | \$ 16,250.00 | \$ 4,750.00 |
| Total Net Assets: | \$12,000.00 | \$ 17,250.00 | \$ 5,250.00 |

MISSING DOCUMENTS

- Tax exempt organization – search for a copy of the branch IRS Determination Letter or copies of past 990 series or Postcard 990-N:
 - <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>
- How can I find my branch entity number?
 - <https://www.ftb.ca.gov/help/business/entity-status-letter.asp>
- How can I find if my branch is incorporated?
 - <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- How can I find my branch affiliation formation documents?
 - Contact Angela Cooper at National - coopera@aauw.org

DETERMINATION LETTERS, 990 SERIES & 990-N (E-POSTCARD)


[Tax Exempt Organization Search Tool](https://www.irs.gov/charities-non-profits/tax-exempt-organization-search) @ <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>

You can check an organization's eligibility to receive tax-deductible charitable contributions (Pub 78 Data). You can also search for information about an organization's tax-exempt status and filings:

- Form 990 Series Returns
- Form 990-N (e-Postcard)
- Pub. 78 Data
- Automatic Revocation of Exemption List
- Determination Letters

IRS TAX EXEMPT ORGANIZATION SEARCH TOOL - STEP ONE



 An official website of the United States Government



[Help](#)

[News](#)

[English](#) ▼



[Charities & Nonprofits](#)



[Tax Pros](#)

[File](#)

[Pay](#)

[Refunds](#)

[Credits & Deductions](#)

[Forms & Instructions](#)



[Home](#) / [File](#) / [Charities and nonprofits](#) / Tax Exempt Organization Search

Tax Exempt Organization Search

Individuals

Businesses and self-employed

Charities and nonprofits

[Exempt organization types](#)

[Lifecycle of an exempt organization](#)

[Annual filing and forms](#)

[Charitable contributions](#)

[Search for charities](#)

Find information about an organization's tax-exempt status and filings. You can use the online search tool or download specific data sets.

Find more information on [TEOS Improvements](#).

[Tax Exempt Organization Search Tool](#)

You can check an organization's eligibility to receive tax-deductible charitable contributions (Pub 78 Data). You can also search for information about an organization's tax-exempt status and filings:

- [Form 990 Series Returns](#)
- [Form 990-N \(e-Postcard\)](#)
- [Pub. 78 Data](#)
- [Automatic Revocation of Exemption List](#)
- [Determination Letters](#)

IRS TAX EXEMPT ORGANIZATION SEARCH TOOL – STEP TWO



www.irs.gov/charities-non-profits/search-for-tax-exemp

Search for tax exempt organizations | Internal Revenue Service

An official website of the United States Government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File Pay Refunds Credits & Deductions Forms & Instructions

Search

Home / File / Charities and nonprofits / Search for charities / Search for tax exempt organizations

Search for tax exempt organizations

Individuals

Businesses and self-employed

Charities and nonprofits

Exempt organization types

Lifecycle of an exempt organization

Annual filing and forms

Charitable contributions

Search for charities

Education sessions

International taxpayers

Governmental liaisons

Federal, state and local governments

Indian tribal governments

The Tax Exempt Organization Search Tool

You can check an organization's:

- Eligibility to receive tax-deductible charitable contributions
- Review information about the organization's tax-exempt status and filings.

Search for Tax Exempt Organizations

About the Tax Exempt Organization Search Tool

The [online search tool](#) allows you to search for an organization's tax exempt status and filings in the following data bases:

- [Form 990 series returns](#)
- [Form 990-N \(e-Postcard\)](#)
- [Pub. 78 data](#)
- [Automatic revocation of exemption list](#)
- [Determination letters](#)

Tips for using the search tool

[Expand/Collapse All](#)

Choose a database

Search by employer identification number (EIN) or organization name

IRS TAX EXEMPT ORGANIZATION SEARCH TOOL – STEP THREE



The IRS logo, featuring a shield with a scale of justice and a sword, with the letters "IRS" in a bold, black serif font to its right.

Help | News | English ▾ | Charities & Nonprofits |

File | Pay | Refunds | Credits & Deductions | Forms & Instructions |

[Home](#) / [File](#) / [Charities and Nonprofits](#) / [Search for Charities](#) / [Search for Tax Exempt Organizations](#) / Tax Exempt Organization Search

Tax Exempt Organization Search

Select Database [?](#)

Search All ▾

Search By [?](#)

Employer Identification Number (EIN ▾

Search Term [?](#) XX-XXXXXXX or XXXXXXXXXX

Enter EIN Number

City

Enter City

State

California ▾

Country

United States ▾

RESET


SEARCH

[Search Tips](#)

BRANCH ENTITY NUMBER

- Get an Entity Status Letter online at:
<https://www.ftb.ca.gov/help/business/entity-status-letter.asp>
- Input the name of your branch.
- When the results are displayed, the entity number will be listed

GET AN ENTITY STATUS LETTER – STEP ONE



STATE OF CALIFORNIA
Franchise Tax Board

FileFormsPayRefund

home / help / business / entity status letter

Entity Status Letter

< Business help

Entity Status Letter

Check the status of an entity and print an entity status letter for free.

Check Status

Certification

To certify your letter, go to one of our [Field Offices](#) or contact us by:

@

Email
esl@ftb.ca.gov

📞

Phone
916-227-5101

What is an entity status letter?

It verifies whether or not an entity is in good standing with us and provides certification for:

- Legal status in court proceedings.
- An outstanding liability that could have an effect on an entity's credit rating (e.g., the closing of escrow).
- Verification of an exempt status.
- Registering a corporation or LLC to transact business in another state.

It does not reflect the entity's status with other agencies.

GET AN ENTITY STATUS LETTER – STEP TWO

Entity Search

[Privacy Policy](#)

Entities eligible for the Entity Status Letter include Corporations and Limited Liability Companies. Partnerships are not eligible.

Changes to entity names made through the Secretary of State may take up to 30 days to be reflected with FTB. Entity Status Letter requests made within this period will show the old entity name until FTB's records have been updated.

To search, enter either an Entity ID or Entity Name.

Entity ID

7, 11, or 12 numbers only, no dashes (Entity ID Search)

[Help with Entity ID](#)

Please choose a name search method

- ☒ By Name (Exact search from beginning of name)
☐ By Partial Name (Any word combination in name)

Entity Name

Between 3 and 70 characters (Entity Name Search)

[Help with Entity Types](#)

Perform Search >

IS YOUR BRANCH INCORPORATED?

- Your branch name should include Inc.
- You can also check the Registry Search Tool in the Department of Charities database @ <https://rct.doj.ca.gov/Verification/VWeb/Search.aspx?facility=Y>
- Enter the branch Charity Registration number, FEIN or Corporate/organization number—but only one. Select “Charity” for program type. Enter the County, City, State and Zip code. This will narrow down the search.
- Results will display your branch name – click on it and a detailed report will be displayed with links to various state filings.
- The Entity Type (Corporate Class) will be displayed near the top,

REGISTRY SEARCH TOOL – ONE

| | | | | | | | |
|--|---|-----------------------------------|---------|-------------|-----------|----------|---------|
| State of California Department of Justice |  | Office of the Attorney General | | | | | |
| HOME | ABOUT | MEDIA | CAREERS | REGULATIONS | RESOURCES | PROGRAMS | CONTACT |
| Registry Search Tool | | | | | | | |

Search the Files of the Registry of Charities and Fundraisers

The Registry Search Tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charities and Fundraisers. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).

| | |
|--|--|
| State Charity Registration Number: | <input type="text"/> |
| SOS/FTB Corporate/Organization Number (numbers only): | <input type="text"/> |
| FEIN (numbers only): | <input type="text"/> |
| Organization Name: | <input type="text"/> |
| DBA: | <input type="text"/> |
| Program Type: | All <input type="button" value="v"/> |
| Record Type: | All <input type="button" value="v"/> |
| Registry Status: | All <input type="button" value="v"/> |
| County: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | --All-- <input type="button" value="v"/> |
| ZIP Code: | <input type="text"/> |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> | |

Note: On the organization details page, under **Filings & Correspondence**, if incorrect documents seem to open when you try to download or view them, try clearing your browser's cache and then also refreshing that page. The order of the documents may change, but those two steps should clear up most issues with the links.

[Registry Status Definitions & Search Tips](#)

[Downloadable Lists of Charities](#)

[Charities Home Page](#)

REGISTRY SEARCH TOOL - TWO

| | | | | | | | |
|--|---|-----------------------------------|---------|-------------|-----------|----------|---------|
| State of California Department of Justice |  | Office of the Attorney General | | | | | |
| HOME | ABOUT | MEDIA | CAREERS | REGULATIONS | RESOURCES | PROGRAMS | CONTACT |
| Registry Search Tool | | | | | | | |

Search the Files of the Registry of Charities and Fundraisers

The Registry Search Tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charities and Fundraisers. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).

| | |
|--|--|
| State Charity Registration Number: | <input type="text"/> |
| SOS/FTB Corporate/Organization Number (numbers only): | <input type="text"/> |
| FEIN (numbers only): | <input type="text" value="956077063"/> |
| Organization Name: | <input type="text"/> |
| DBA: | <input type="text"/> |
| Program Type: | <input type="text" value="Charity"/> |
| Record Type: | <input type="text" value="All"/> |
| Registry Status: | <input type="text" value="All"/> |
| County: | <input type="text" value="Los Angeles"/> |
| City: | <input type="text"/> |
| State: | <input type="text" value="CA"/> |
| ZIP Code: | <input type="text" value="90267"/> |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> | |

Note: On the organization details page, under **Filings & Correspondence**, if incorrect documents seem to open when you try to download or view them, try clearing your browser's cache and then also refreshing that page. The order of the documents may change, but those two steps should clear up most issues with the links.

[Registry Status Definitions & Search Tips](#) [Downloadable Lists of Charities](#) [Charities Home Page](#)

REGISTRY SEARCH TOOL – THREE

| | | | | | |
|---|--|---|--|--|--|
| State of California | |  | | Office of the | |
| Department of Justice | | | | Attorney General | |
| HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT | | | | | |
| Registrant Details | | | | | |
| Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents. | | | | | |
| Organization Name: AMERICAN ASSOCIATION OF UNIVERSITY WOMEN MANHATTAN BEACH BRANCH | | | | IRS FEIN: 956077063 | |
| Entity Type: Unincorporated association | | SOS/FTB Corporate/Organization Number: | | | |
| Registry Status: | | Current | | Renewal Due/Exp. Date: 11/15/2025 | |
| RCT Registration Number: | | CT0171230 | | Issue Date: 5/3/2011 | |
| Record Type: | | Charity Registration | | Effective Date: 5/3/2011 | |
| Date of Last Renewal: | | 11/6/2024 | | DBA: | |
| Mailing Address | | | | | |
| Street: | | P.O. BOX 1136 | | | |
| Street Line 2: | | | | | |
| City, State Zip: | | MANHATTAN BEACH CA 90267 | | | |
| Filings & Correspondence | | | | | |

WHAT IF MY BRANCH CHARITABLE STATUS HAS BEEN SUSPENDED?

- Call 916-210-6607 at the California Department of Justice to speak with Registry staff during normal business hours (8 am to 4 pm,) or leave a voicemail if you don't know why your branch has been suspended.
- Watch the Delinquency Webinar which provides step by step instructions for remedying a delinquent status. The webinar also includes the filing requirements, details about Form RRF-1, and how to check an organization's status using the Registry Search Tool. Go to:
https://www.youtube.com/playlist?list=PLZldm5UisZ7g-JGfwM4sv8PhZ44CpFW_E
to watch the California Department of Justice YouTube webinar which runs about 17 minutes.

CALIFORNIA DEPT OF JUSTICE WEBINARS FOR THE REGISTRATION OF CHARITIES AND FUNDRAISERS

- The California DOJ website has many webinars to assist you, including:
 - Annual Registration Renewal
 - Completing Form CT-TR-1
 - Registry Resources & Website Navigation
 - Raffles
 - Initial Request
 - Delinquency
 - Dissolution & Withdrawal

BRANCH CONSOLIDATING/DISBANDMENT PROCESS – SHARYN SIEBERT

- Branches may consider joining or consolidating with another branch or branches. This entails a multi-step process that requires completion of multiple forms, approvals and filings with AAUW National, the IRS and California.
- **AAUW California Branch Support** will work with the affected branches with the goal of preserving the branch or assisting the branch in adjusting the governance structure through revitalization, merger or disbandment.
- AAUW California will maintain a copy of forms submitted and monitor the completion of required steps.
- The “Branch Merger/Disbandment Process” pamphlet will be included in the Finance Peer Group session documents for the April 3, 2025 session.

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MOU) should address the following items.

- Dispersing funds either in the merging (disbanding) branch's account
- Dispersing funds on deposit with CA SPF
 - Tech Trek
 - Speech Trek
 - Gov Trek
 - Scholarship
- Board composition
- How AAUW California projects (Speech Trek, Tech Trek, Gov Trek) will be handled in the new branch.
- How special interest groups will move forward.
- How local scholarships will be handled.
- Disposition of members.

Q & A

- Questions?
- Carol will read the questions from the Chat.
- We encourage Peer Group participants to join in with their suggestions and experience with the topics of this evening's session.
- More questions? Now's the time to raise your hand.