

How to Start a Not for Profit Club

This article covers the basic steps necessary to form a local not for profit club for the purposes of hosting VHDF tests, or holding other gun dog related activities.

1. Check with your Secretary of State for rules and regulations on forming not for profit clubs. Many states have very simple forms to fill out, while others may require incorporation.
2. We recommend that you incorporate for liability purposes. Incorporation also provides a clean operating structure for your club.
3. Create your club name and by-laws. Many affiliates choose to have the word “federation” in their name, as in Montana Hunting Dog Federation. Your by-laws are the guidelines on how your club will operate. You can search the internet for examples of club by-laws. You will also need a set of by-laws if you intend to incorporate.
4. If you intend to incorporate, you can do so through your Secretary of state. The paperwork is usually simple, and asks for the club by-laws, the officers and directors, as well as an agent of record. The agent of record should be a member with a permanent address, as all correspondence from the state will go to the agent of record. You will have to file an annual report listing current officers with your secretary of state. This form will be sent to the agent of record.
5. Once you obtain your incorporation, contact the IRS, www.irs.gov, to obtain an Employer Identification number (EIN) also called a Federal Tax Number. You will need this number or your social security number to open a checking account for the club.
6. Open a club checking account. If you did not incorporate, you will need to use one of the members social security number to open the account. Tell the bank you want to open a checking account for a not for profit club. You can open the account with a social security number and then change to a Federal Tax Number at a later time.
7. Obtain insurance for your club. The VHDF sanctioned tests that your club hosts, are automatically covered by the VHDF insurance policy as is required by our insurance carrier Philadelphia Insurance Company. VHDF does not require that you obtain additional insurance since the VHDF events you host are covered as long as they are disclosed properly. You may, however, wish to obtain insurance for non-sanctioned events or other activities that your club is involved with. Many local providers will insure not for profit clubs for a minimal premium, or you may contact our agent at denise@sattlerins.com.