

**White House Fellows Foundation and Association
Reference Guide for
Registration with the Commonwealth of Virginia (VDACS)**

Purpose: This Reference Guide provides the step by step process to register the White House Fellows Foundation and Association with the Commonwealth of Virginia, Department of Agriculture and Consumer Services (VDACS), which is administered by the VDACS Office of Charitable and Regulatory Programs.

Overview: The Commonwealth of Virginia requires businesses, including non-profits like the WHFFA, to register every year. The registration is done by submitting a registration packet to the VDACS Office of Charitable and Regulatory Programs, PO Box 526, Richmond VA 23218-0526. Phone: 804-786-1343. Website: www.vdacs.virginia.gov

See: Services/Forms, Charitable Solicitation, Registration Statement for Charitable organizations (Form 102).

What the Registration Packet Includes:

- Cover letter from the WHFFA to VDACS
- Remittance Form Charitable Organization Form 102 signed by the President and Treasurer of the White House Fellows Foundation and Association
- A check to cover the registration fee. Note: the fee criteria is determined each year based on the gross contributions received by the WHFFA. The fee schedule is included in the Form 102.
- A copy of the WHFFA District of Columbia Business License
- Letter from the Commonwealth of Virginia granting an extension to the WHFFA to file the Form 102. (Note: More on this in a moment).
- A list of the current WHFFA Board of Directors
- A copy of the most recent WHFFA IRS Form 990
- A copy of the most recent WHFFA audited Financial Statements
- A copy of any recent WHFFA contracts with professional fundraising firms
- A copy of the most recent WHFFA by-laws
- A copy of the WHFFA 501(c)3 Status Determination Letter

Why a Letter of Extension is Required: As noted above, a letter of extension will be required. This is because normally the deadline for submitting the Virginia Registration is Dec 31st of each year. However, because the registration packet must include an IRS Form 990 and an audited set of Financial Statements, the annual audit of the WHFFA must be completed before we can submit a complete registration packet. Thus, it is important to send in the request for an extension well before Dec 31st of each year. When sending in the request, send it by registered mail. You should receive a letter of extension from the Office of Charitable and Regulatory

Programs, Charitable Programs Unit. Include the letter authorizing the extension when you submit your registration packet.

Timing: Given that our annual audit is usually completed in the March/April timeframe, and that the extension granted by VDACS is typically for six months, you should plan to submit the VDACS registration packet in the May/June timeframe of each year.

Signatories: The signatories on the FORM 102 are the President and Treasurer of the WHFFA. Depending on the geographic locations where they live, this may require extra time to either mail the forms for signature, or else plan to have them sign the form when they are in town for other business.