

National Space Society U.S. Chapters Annual Report for 2020 Information and 2019 Activities



December 2019

Thank you for being an active chapter in 2019 and 2020!

Please send four reports:

1. Chapter Information (pages 2-3),
2. Group Exemption (p. 4),
3. 2019 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, 2020 and use this address for emailing: Chapter-Reports@nss.org.

National Space Society Chapter Information for 2020

Chapter Name: _____

Address for NSS Listing: _____

City/State/Zip: _____

Phone Number: _____ Alternate Number: _____

Email Address: _____

2020 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.

2020 Editor/Webmaster Name: _____

IRS Employer Identification Number (EIN) _____

Check following if:

- A complete Chapter Event report is attached.
- A current Chapter Membership list is attached.
- Chapter Bylaws have changed in the past fiscal year and a copy is attached.
- Proof of our IRS Form 990-N (or other 990) filing is attached
- A Chapter Financial Report is attached (U.S. chapters not filing separately)

In what month & year do you next Elect officers? _____

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

What is the average number of people who attend meetings? _____

2020 President: Name & NSS member # _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Alt Phone: _____

Email Address: _____

2020 Vice President: Name & NSS member # _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Alt Phone: _____

Email Address: _____

2020 Secretary: Name & NSS member # _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Alt Phone: _____

Email Address: _____

2020 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 its 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:

Please check one:

- () Chapter's employer identification number (EIN) is:
- () Chapter has applied for an EIN but has not yet received it.
- () 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):

Chapter address, c/o, street address

City, State, Zip

Chapter Name:

NSS Chapter Report for 2019 Activities – file by 2/15/2020

For the National Space Society to establish the recipients for the 2020 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.

By submitting a photo you are giving permission to NSS to publish that photo. Attach photos as .jpg files, NOT .pdf; please do not insert photos into the text. Please give credit to the photo author.

Provide the following for **EACH** event/activity:

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

Example:

Event title: ApolloCon 2018

Type: science fiction convention speaker

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

Date & Time: June 19-21, 2018

Public, private, STEM 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 2019

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 2019)

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

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