

Memo

To: Chapter Presidents
From: Jessica Daniels, Chapter Coordinator
Date: December 2007
Subject: Chapter Mailing

Happy Holidays everyone! Only few announcements for this month but please read below. Beginning in January, I will be sending you all the Chapter forms to be filled out for the 2007 calendar year. Again this year those forms will all be sent electronically and must be submitted electronically. They will be posted on the Web site under Chapter Resources as well. Please feel free to contact your CAT representative or me with any questions or comments at 800.289.6266 or jdaniels@smithbucklin.com.

Included in this month's mailing:

December Memo from National Office

Letter from the CAT Chairwoman

*** NEW IRS 990-N form Information*

Each One Reach One 2008 Rules

Publicity Form

MAL to Chapter Member Transfer Sheet (REMINDER: As Chapter President you can view your chapter roster online at any time once you login into the Web site. It's found under Chapter Resources.)

State MAL list (not posted on Web, contact National Office for additional copies)

Reminders and Announcements:

- ❖ **Reminder:** Renew your membership by 1/1/08 to ensure uninterrupted member benefits. And don't forget about the Each One Reach One membership challenge!
- ❖ **Nursing and Allied Health Meeting – March 5 and 6, 2008** - You won't want to miss this year's programs being held in San Francisco, CA in conjunction with the AAOS meeting! The line for this year includes: NUR1: New Technologies and Techniques: Cutting Edge Orthopaedics, NUR2: Infections and Healing, NUR3: Pain Management – Identifying and Implementing Best Practice and NUR4: Sports Medicine: Babies, Boomers and Beyond. To take part in these great programs and find out more information go to www.aaos.org.
- ❖ **Orthopaedic Review Course** - Does your facility need an update in Orthopaedics? Do you have a large amount of chapter or staff members that want to study for the Orthopaedic Nursing Certification? If so, you should host an Orthopaedic Review Course. For more information on the course check out the NAON Web site at: www.orthonurse.org and go to the Certification Tab then click on Orthopaedic Review Course.
- ❖ There has been an extension of the deadline for the AAOS scholarships available from your NAON Foundation. Please check the web site at www.naonfoundation.org for details, and have a great holiday season!

CC: NAON CAT, Executive Board

Season Greetings to All!

As the end of the year fast approaches the Chapter Advisory Team wishes you all a Merry Christmas and a Happy New Year! We are grateful for all your friendship, and our working relationships towards a greater goal; the advancement of skills and knowledge of orthopaedic nurses!

The committee continues to work with chapter leaders and members – brainstorming ideas to improve attendance and commitment to the chapters, topics for meetings and inservices, assistance with obtaining CEU's, and ideas in improving chapter finances are the most frequent requests of the CAT representatives.

The end of December will require the chapter leaders to have information gathered for the Chapter reports and tax reports. The CAT representatives and the NAON office are here to assist you.

I would like to introduce another Chapter Advisory Team member:

“Hello, my name is Ann Bruemmer, I am the CAT representative for the North Western States. I have been a nurse for 30 + years and a member of NAON since 1991. I entered nursing school straight from high school. I earned my diploma in 1973. I have worked in numerous specialties, including maternal health, internal medicine, infectious disease and operating room where I do orthopaedics. I am a single mother of a grown daughter and she is the best of all my work. I returned to school after 20 years and earned my bachelor and masters in nursing. I am a major in the Army Nurse Corp Reserves. My hobbies are photography, writing poetry, reading, hiking and horseback riding. I became active in NAON in 1998 when I was in graduate school. I am grateful for the person who left her NAON literature behind as it led me to some wonderful people that have encouraged me in the practice of orthopaedic nursing. They have also become great friends. If I could accomplish all that I have done with work, the Army, school and NAON anyone can.”

Happy Holidays!

Julie Twiss RN, BSN, ONC

Julie Twiss, CAT Chair

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New Information on Chapter Tax-Exempt Status

New Annual Electronic Filing Requirement for Small Tax-Exempt Organizations — e-Postcard (Form 990-N)

Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. **This filing requirement applies to tax periods beginning after December 31, 2006.** Organizations that do not file the notice will lose their tax-exempt status.

Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, are not required to file Form 990, Return of Organization Exempt From Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. With the enactment of the Pension Protection Act of 2006 (PPA), **these small tax-exempt organizations will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually.** Exceptions to this requirement include organizations that are included in a group return, private foundations required to file Form 990-PF, and section 509(a)(3) supporting organizations required to file Form 990 or Form 990-EZ. In addition, this filing requirement does not apply to churches, their integrated auxiliaries, and conventions or associations of churches.

The IRS will mail educational letters starting in July 2007 notifying small tax-exempt organizations that they may be required to file the e-Postcard. **The IRS is developing an electronic filing system (there will be no paper form) for the e-Postcard and will publicize filing procedures when the system is completed and ready for use.**

The PPA requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. **Therefore, organizations that do not file the e-Postcard (Form 990-N), or an information return Form 990 or 990-EZ for three consecutive years, will have their tax-exempt status revoked as of the filing due date of the third year.**

Source: <http://www.irs.gov/charities/article/0,,id=169250,00.html>

What does this mean for NAON Chapters?

You must complete the Form 990-N beginning in 2008 for the fiscal year 2007 and you must submit the Annual Financial Report for 2007 to the NAON National Office.

How much more work will that be?

It's not known yet, but information will be coming from the IRS. If you complete the Annual Financial report as part of your Annual Chapter report forms, you should have all the information you will need for the Form 990-N. Additional information may be needed, but it is not known yet, as the form has not been distributed.

Each One Reach One Membership Challenge

Information for Chapters

How Do Chapters Participate?

When you recruit new members, be sure that they list your chapter on the membership application, as well as the sponsoring member's name and member ID.

What can Chapters win?

Your Chapter could win one (1) free full Congress Registration for the 2009 Congress in Tampa, FL!

How can my Chapter win?

Two (2) prizes will be given for the most growth. A single registration will be granted to the Chapter with the highest number of newly recruited members. A single registration will also be granted to the Chapter with the greatest percentage growth from newly recruited members.

This means that a Chapter that recruits 10 new members could have only a 3% growth, but a chapter that recruits 3 members may have a 25% growth. MAL transfers do not apply toward these growth numbers – only new recruits as defined by the campaign rules.

How can my Chapter keep track of our status?

On October 31, 2007 the National Office took a tally count of your current Chapter membership. All growth will be compared to this number. Check your online rosters regularly to see how you are doing. Top performers in both categories will be listed in the Chapter mailings each month.

Questions?

Contact Katie Bink in the National Office at kbink@smithbucklin.com or the number listed below.

Educational Offering Publicity Form

Please complete and submit to NAON National Office for publicity in *NAON News*, *Orthopaedic Nursing Journal* and the NAON web site. Placement in these publications and web site are based upon submission deadlines. Contact the NAON National Office for submission deadlines.

Date(s) of Conference: _____

Location of Conference: _____

Provider (Constituent): _____

Title of Conference: _____

Contact Person's Name: _____

Address: _____

Preferred Telephone Number: _____

Email Address: _____

Submit completed form via mail, fax or e-mail to:

401 N. Michigan Ave.
Suite 2200
Chicago, IL 60611
Fax: 312.527.6658
E-mail: naon@smithbucklin.com

PLEASE PRINT CLEARLY AND COMPLETE ALL PORTIONS THAT ARE APPLICABLE
(Form must be signed by member to be valid)

MAL to Chapter Member Transfer Request
Verification/Corrections

Name: _____
Address: _____
City _____ State _____ Zip _____
Phone _____

NAON ID: _____

E-mail: _____

Chapter Name

Chapter Number

Signature of Member/Date

National Association of Orthopaedic Nurses
401 N. Michigan Ave, Suite 2200, Chicago, IL 60611
800-289-6266

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