

## New York State Federation of Republican Women

### Starting a New Club

All the essential information can be found in the **National Federation of Republican Women Organizing Guide**. Our club is chartered with the National Federation of Republican Women (NFRW), which offers a wealth of helpful resources.

Below are the steps to help you get started. I'll be available to guide you through the process and meet with you as needed:

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#### 1. Recruit Members

Gather at least **10 women** who share our values and are interested in becoming founding members.

#### 2. Draft Bylaws

Use the attached **bylaws template**, following state and national guidelines. There are optional sections, and I've added a few suggestions. Don't worry about getting them perfect right away—bylaws can always be revised later by forming a bylaws committee.

#### 3. Set Membership Dues

Decide on annual dues. For reference, my club currently charges **\$35**. I've also included a sample membership application form.

#### 4. Elect Officers

Hold an election in accordance with your bylaws. The required officer positions are:

- President
  - Vice President
  - Secretary
  - Treasurer
- (Additional positions can be added later as needed.)*

#### 5. Obtain an EIN (Employer Identification Number)

Apply online through the [IRS EIN application](#) page. This only takes a few minutes.

## 6. Open a Bank Account

Most banks will require your club's EIN and signatures from both the President and Treasurer to open the account.

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## 7. Submit Required Documents

Once everything is ready, please submit the following:

- [Charter Application](#)
  - [Letter of Intent](#)
  - [Officer Roster](#)
  - [Bylaws \(using the provided template\)](#) in ms word.
  - [NYSFRW Club Roster](#) (excel)
  - [NYSFRW Annual Club Remittance Report](#)
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## 8. Send All Materials To:

- Heather Scribner, President: [heatherascribner@gmail.com](mailto:heatherascribner@gmail.com)
- Bonnie Ross 2nd Vice President: [bgr396@gmail.com](mailto:bgr396@gmail.com)
- Kim Bowers, Treasurer: [kim.bowers1965@gmail.com](mailto:kim.bowers1965@gmail.com)

We're excited to support you in forming your club! If you have any questions or need help along the way, don't hesitate to reach out.

Warm regards,

**Heather Scribner**

President, New York State Federation of Republican Women (NYSFRW)