

Full Gospel Business Men's Fellowship in America

National Office

8990 SW Hazelvern Way, Portland, OR 97223-7238

PO Box 1652, Beaverton, OR 97075-1652

www.fgbmfamerica.org

EIGHT STEPS IN STARTING NEW CHAPTER

- Step 1. Invite a group of men to a meeting – men who are believers and are prepared to reach the nation for Jesus Christ.
- Step 2. Explain the purpose, the organization and the doctrinal statement of **Full Gospel Business Men's Fellowship in America** using the materials in this New Chapter Packet.¹ Emphasize transparency and accountability of the leadership and by members one to another.
- Step 3. After thorough discussion of all issues, prospective members should then complete the Membership Application and pay dues for their respective classification. There are twelve Membership forms in the New Chapter Packet. Chapter may reproduce additional copies.
- Step 4. Elect leaders, minimum is a Chapter President and a Chapter Secretary. Elect other officers as the Chapter may need to carry-out its programs.
- Step 5. Complete Chapter Affiliation form on **both sides**, properly signed and dated. Complete two copies; retain one for the Chapter files.
- Step 6. Chapter Secretary should now complete Form FGA 105, which lists all of the new Members; make a photocopy for himself.
- Step 7. Please note that the IRS requires each Chapter to have its own Tax Identification Number (hereinafter 'TIN'). The Chapter President should complete and sign the **Application for the TIN (IRS form SS-4)**. If you are using a PO Box, be advised that the IRS **also requires a physical street address**. **Current procedures also requires the SSN of the Chapter President**. **The National Office will obtain the TIN for you.**
- Step 8. After Steps Three through Seven have been completed, the Chapter President should then forward all of the following to the National Office:
 - one copy of the 'Chapter Affiliation' (Form 101/102),
 - 'List of Members' (FGA form 105),
 - the Member Applications with payments or with creditcard info, and
 - the TIN Application (IRS form SS-4). As stated in Step 7, the National Office will obtain the TIN for the Chapter and mail a copy of the assigned TIN to the Chapter for its use in opening accounts at the bank, post office, or other facilities.

FGA form 111 (04/2010)

¹ Additional info is listed in Part B on the Contents Page, namely the Restated Articles of Incorporation, Organization Meeting of National Council of Directors, the Bylaws, and the Conflict of Interest Policy. Listed information also posted on the website.