



UNITED STATES *Dressage* FEDERATION

Group Member Organization (GMO) Required Information

In an effort to maintain accurate and current records for each GMO we ask that you take a moment and fill out the survey below. We will use this information to help all of the GMOs and USDF stay up to date with legal standing and tax issues. Please send the completed form and documents requested to USDF, attn: GMO Coordinator, 4051 Iron Works Pkwy, Lexington, KY 40511. Thank you for your help in gathering this important information!

GMO Name: _____

Bylaws, Policies and Procedures:

For more information look in the GMO Handbook Section 2

- Does your GMO have Articles of Incorporation? _____
If yes, please include a copy to be kept on file at the USDF office.
- Does your GMO have Bylaws? _____
If yes, please include a copy to be kept on file at the USDF office.
- Does your GMO have any other organizational papers such as standing rules, policies and procedures, etc? _____
If yes, please include a copy to be kept on file at the USDF office.
- Has your GMO reelected a new corp of officers in the last year? _____
If yes, please include a list to be kept on file at the USDF office.

Tax Codes, Employer ID Numbers, Insurance:

For more information look in the GMO Handbook, Section 2 and Section 4.

- What is your GMO's tax code? _____
Each GMO must apply for their own tax code. USDF recommends a 501(c)3.
- Do you have a Letter of Determination from the IRS? _____
If yes, please include a copy to be kept on file at the USDF office.
- Does your GMO have an Employer I.D. Number? If yes what is it? _____
- Does your GMO carry Director and Officer insurance? _____
If yes, how much and who carries the policy? _____
- Does your GMO carry Commercial General Liability insurance? _____
If yes, how much and who carries the policy? _____

Other GMO Materials:

- Does your GMO president have a copy of the GMO Handbook? _____
If no, you can purchase a copy for \$25. Contact USDF at (859) 971-2277 or via email at gmo@usdf.org.
- What is the membership year for your GMO? _____