



# Hustle For Humanity: Chapter Responsibilities

*Join Us In Creating A Better World.*

## Chapters Are Entrusted To:

- ✓ Support and uphold the HFH Mission and Statement of Purpose
- ✓ Support and uphold Bylaws and Policies of HFH and your local Chapter agreements.
- ✓ Safeguard the HFH 501c3 tax exempt status by:
  - Not engaging in any activities that endanger the HFH 501c3 status, such as endorsing political candidates.
  - Keeping financial records and filing 990 federal tax forms when required according to federal tax laws. (It is currently necessary to file federal taxes when you receive \$25,000 or more in donations)
  - Filing state tax forms when required according to your state tax laws.
- ✓ Our membership and our goodwill are our most valuable assets. To support the Global Roster and Database:
  - Assure all chapter contact information is correct, and when changes are necessary, updated information will be sent to the World Headquarters with changes to name, address, phone number, or email.
  - Assure your chapter leadership changes are kept current for the World Headquarters and the database.
  - Assure your chapter's membership is updated on the global roster. (including names, addresses, phone numbers, and email)
  - Assure that members are current in global dues.
- ✓ Correspond with chapter support coordinator to ensure world headquarters is updated on your current chapter activities. World Headquarters staff will assist with advertising, promotions, and press coverage for your chapter but will need to be informed of chapter activity to do so.