

Information on becoming a Chapter of the IJA

Thank you for your interest in having your local juggling group becoming a Chapter of the International Jugglers' Association (IJA). This program differs from the basic Affiliate status in that it is a formal business agreement between your group and the IJA. The nature of relationship established by this agreement in effect makes your local group legally a part of the IJA. In order for this to be implemented your group needs to meet a few requirements (a detailed list follows) and the IJA will need to do some work to make sure records are up to date and submitted to the proper places. This will then allow the chapter to be listed as tax-exempt non-profit charitable organization under the umbrella of the IJA, as well as the general liability insurance which the covers all of its subordinate organizations.

The following is a detailed list of requirements that your group needs to meet before becoming an IJA Chapter.

- Your organization must be in the United States of America. (Currently this is the only country that we have a legal organization in.)
- The group must be an organization under local state law acting as an educational and charitable non-profit organization and have an Employment Identification Number. (Could be a Charter, Articles of Association, or Articles of Incorporation, depending on state law.)
- The organizational documentation must reflect the mission of the IJA and that your organization is under the control of the IJA.
- The accounting period of your organization is that same as the calendar year (January 1 – December 31)

In addition to these requirements, which need to be in place before the Chapter Agreement can be implemented there are also a few items that will need to be submitted annually.

- A letter outlining your group's planned programs for the year along with expected expenses and incomes.
- A receipts and expenditures report containing your group's financial information for the year and/or a copy of your group's IRS Form 990 or Form 990-EZ.

In order to help you with all these requirements the IJA is providing the following to act as templates and guides to the documentation.

Organizing Your Group as an IJA Chapter -- a guide to how to put together a chapter.
Articles of Association Template – This document is to be used by a lawyer in your state to create the actual organization document.

Chapter Affiliation Agreement – The contract between the IJA and the Chapter.

Cover Letter Template – A template for the formal cover letter for the package to return to the IJA.

Annual Reporting Letter – A form letter to the annual reporting information.

Receipts and Expenditures Form – The form to report you financial information on.

In order to complete all the initial paperwork necessary to become a chapter you will need some legal help. This is mostly going to have to do with making sure that your organizational documents are legal with in your state. With some research you should be able to find a lawyer to do the work on a pro-bono basis.

Once you have all of this information together and all the documents are signed, then they will need to be returned to the IJA Affiliates Director at;

Rick Purtee
IJA Affiliates Director
11213 Lake Ridge Dr. S.
Seattle, Wa 98178

Please feel free to contact the Affiliates Director if you have any questions, comments, or objections about this program at affiliates@juggle.org or 206.985.9990 they will be happy to help you in any way they can in your quest to become an IJA Chapter.

Once again thank you for your interest and we look forward to having your group become part of the IJA.

Rick Purtee
IJA Affiliates Director.