



Association of WI Snowmobile Clubs, Inc

AWSC  
Club Handbook  
2019-2020

AWSC Office

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De Forest, WI 53532

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Website: [www.awsc.org](http://www.awsc.org)

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The officers of a snowmobile club are instrumental in developing the growth and continuity of the club. This handbook has been developed to assist you in the role you have accepted as a club officer. It contains information for your club along with information about the AWSC.

This handbook is available for downloading from the AWSC website at [www.awsc.org](http://www.awsc.org). Look for it under CLUBS under the header AWSC Handbook.

### **AWSC Mission Statement –**

The mission of the AWSC is to provide information, direction, education, and resources to our members, and member clubs to promote, improve, and preserve safe responsible snowmobiling throughout Wisconsin, the snow-belt states and the international snowmobile community.

### **History of the Association of Wisconsin Snowmobile Clubs (AWSC) -**

On the 8<sup>th</sup> day of February, 1969 in a dingy room of a small Minocqua night club, the dream of Myron Herrick for an association to represent all snowmobilers became a reality. It was an inconspicuous start and for many persons there was doubt that the newly proposed association would ever amount to anything. For lack of a better name, it was called the Lakeland Snowmobile Association and represented clubs from Eagle River, Land O' Lakes, Three Lakes and Minocqua. The meeting was called by a few concerned individuals who had the foresight to recognize that the new sport of snowmobiling could not survive without coordinated leadership. Already problems were facing the snowmobiler. Besides damaging laws that were about to be written, too much attention was being placed upon the racing circuit and little or no concern for the recreational rider. If, indeed a snowmobile law was to be passed, this new association, later called the *Association of Wisconsin Snowmobile Clubs, Inc.*, was going to have a hand in writing it. But to hire a lobbyist and obtain legal council takes money and where would the funds come from?

Each of the four original clubs pledged up to \$1000 and two months later at a meeting in Antigo, 51 additional clubs sweetened the pot again. Still later, after it was evident that the AWSC was the proven leader in effective legislation, membership dues were raised to \$3.00 per family. A valuable lesson learned; when a snowmobiler believes in something or if their rights are threatened, they will unite and support the cause with necessary action. Myron Herrick and his group believed then, just as we do today, that there is no better way to achieve these goals than through a good strong state Association.

Today the AWSC is 600 + snowmobile clubs strong with over 40,000 family members. The AWSC continues today as it did some 50+ years ago to fight for legislation to preserve, protect, and promote safe snowmobiling in the great state of Wisconsin!

***United We Trail ... Divided We Fail***

## Information on the AWSC –

### How is the AWSC organized?

The AWSC is the largest volunteer association in the state. Wisconsin has 72 counties. Each county has a county snowmobile association, council or alliance that is comprised of local snowmobile clubs, who elect a Board of Directors.

Each county association elects (annually or bi-annually) two members to represent their county. A County Director and Representative (who fills in for the County Director in his or her absence) both serve on the AWSC Board of Directors. However, only the County Director has the voting rights at AWSC Director Meetings. In the event the Director is absent from the meeting, the County Representative can vote. There are 4 meetings a year which they should plan to attend (January, March Spring Convention, July and October Workshop). The County Director is paid mileage from the AWSC to attend these 4 meetings (current rate of .50 per mile) and that is paid out only once, in January, for the preceding year. The Representative is paid mileage for a meeting only in the absence of the County Director at that meeting.

The County Director and/or Representative acts as the liaison between the AWSC and his or her county. It is their responsibility to relay the information between the AWSC and the county clubs, thus keeping everyone informed.

Members of the AWSC elect AWSC Executive Officers at the Spring Convention. The Executive Board (Officers) consists of: President, Vice President, Treasurer and Secretary. In addition, the 72 County Directors elect an Executive Director who also serves on the Board. The Executive Board, with guidance from the Directors, is responsible for the operational and financial decisions of the AWSC. They too are very dedicated volunteers.

All current AWSC clubs have voting rights and are encouraged to attend the Spring Convention and vote!

The AWSC retains an Attorney, along with a Lobbyist (as needed), both in Madison, on behalf of the Association and its members.

The AWSC currently employs one (1) full time employee (Office/Business Manager) year round with a very small seasonal part-time staff.

The AWSC also has a paid Association Coordinator who helps in assisting the Executive Board members and the office when needed. Our Association Coordinator is Don Hamilton and he works from his home. Please contact the AWSC President for contact information.

The AWSC office is located in De Forest, WI which is just north of Madison.

## How is the AWSC funded?

The AWSC is a non-profit, 501(c)3 organization with its own set of By-Laws. The AWSC obtains their funding from members. Just like the snowmobile clubs, the Association receives its financial stability from club dues, raffles and donations. The AWSC is required to submit an informational tax return to the IRS annually.

## Why should I belong to the AWSC?

Membership in the AWSC helps to protect and preserve the rights of snowmobilers through state and national representation. The AWSC exists to guarantee the continued existence of snowmobiling in WI.

The AWSC promotes club membership, trail safety and responsible snowmobiling. Without clubs and volunteers the trail system that we all know and love would not exist!

Few people, including public officials, realize that our state's snowmobile program, regarded as one of America's best, exists **without funding from non-snowmobiling taxpayers**. Dollars collected from snowmobile registration fees, trail pass funds and the WI gasoline tax (on 50 gallons per registered snowmobile) is directed to the segregated account managed by the WI DNR. Funds are granted to each county based on their number of funded trail miles. The Governor's Recreational Council reviews all projects put forth for funding. Clubs are eligible to apply for reimbursement of expenses for maintenance and grooming activities on those funded state trails.

The AWSC is also a member of Midwest Chapter and ACSA (American Council of Snowmobile Associations).

## What does it cost to join the AWSC?

The cost to join is currently \$12 per family through an AWSC snowmobile club (a family consists of a legally married couple) and all of their children, under the age of 19 or it can be a single man or woman 19 years of age and older. It is not father & sons or brothers, cousins, etc...

You can also join as a Commercial Member – See commercial membership later in this book.

The AWSC does offer Associate membership (\$20) for those who do not wish to join through a snowmobile club, but want to support the AWSC. Remember the AWSC does encourage everyone to join a club!

**Note:** Associate membership **does not** allow the advantage of purchasing a discounted WI Trail Pass at the \$10.00 discounted rate.

## **Are there any benefits to joining the AWSC?**

**Yes! Most importantly is the fact that you are helping to preserve the sport of snowmobiling through your legislative voice.**

- ✓ You will receive seven (7) issues of the Wisconsin Snowmobile News (WSN) magazine (Sept – March), the official publication of the AWSC.
- ✓ Eligibility for the annual \$10.00 discounted rate WI Trail Pass.
- ✓ The option to purchase discounted auto/home/snowmobile/boat insurance through Liberty Mutual Insurance (sponsor of the AWSC).
- ✓ AWSC scholarship program for members who have graduating seniors.
- ✓ You can receive an AWSC membership card (replacement cards are \$5.00 ea) and an AWSC decal.

### **AWSC Office –**

529 Trail Side Drive - Suite 200  
De Forest, WI 53532

AWSC website – [www.awsc.org](http://www.awsc.org)

Phone – 608.846.5530 / 800.232.4108

Fax – 608.846.5534

Office/Business Manager – Stormy Hovey - [awsc@awsc.org](mailto:awsc@awsc.org) or [stormyh@awsc.org](mailto:stormyh@awsc.org)

Customer Service – [customerservice@awsc.org](mailto:customerservice@awsc.org)

Office Hours – Monday – Thursday 8:00 a.m. - 4:30 p.m.

Friday – 8:00 a.m. - 4:00 p.m.

Off Season Hours (April-Labor Day) will vary.

### **The office will field questions on the following:**

Address changes

Club rosters, membership, payment issues, concerns

Commercial sponsor questions or concerns

Convention or Workshop questions or registration matters

Delivery issues with the WSN magazine

Discounted (\$10) Trail Pass questions or concerns

Website (includes posting a club snowmobile event), groomer equipment to buy or sell

**Please DO NOT call or email the office with physical snowmobile trail issues.** Please contact your County Director or Representative. The AWSC office does not deal with snowmobile trails or conditions.

## **AWSC Officers - Executive Board Members – (Current Member Year)**

**President** – Dave Newman – 715.212.7914 or [dnewman@ceas.coop](mailto:dnewman@ceas.coop)

**Vice President** – Lori Heideman – 715.741.0488 or [racingator@wctc.net](mailto:racingator@wctc.net)

**Treasurer** – Andy Malecki Jr. – 920.494.3052 or [afmelm@sbcglobal.net](mailto:afmelm@sbcglobal.net)

**Secretary** – Sue Smedegard – 715.656.3855 or [suesmed@gmail.com](mailto:suesmed@gmail.com)

**Executive Director** (for AWSC County Directors) – Sam Landes – 608.513.3591 or [slandes58@gmail.com](mailto:slandes58@gmail.com)

**Note:** Please do not contact the AWSC Executive Board Secretary for address changes, roster issues or questions, or WSN magazine delivery concerns. Those should all be directed to the AWSC business office where the database is maintained. Thank you!

## Club Mailings -

- The AWSC business office does club mailings to your club's Membership Chairperson and or President from time to time. It will be hard copy through the US Post Office.
- March/April is a wrap-up letter on the convention along with other information.
- In July current club rosters are mailed (to clubs without online capabilities) out to the Club Membership Chair person, along with information on the upcoming Workshop (Oct), Miss Snowflake pageant, WSN magazine deadlines, and any other pertinent information.
- January is a mailing with information on the upcoming spring convention and your club voting delegate form.

**Please note** that the office gets calls (almost daily) from groups, companies, organizations and individuals looking for our mailing list. The AWSC member database ***is not sold or given*** to anyone.

## AWSC Conventions & Workshops –

How are locations selected?

Locations are selected three (3) years in advance. County Directors vote on a proposed location. The AWSC business office staff does not vote.

*The current 3-year outlook can be located on the website under quick links.*

<b>2019 Workshop</b>	<b>October 25-27, 2019</b> <b>The Radisson Paper Valley Hotel (920) 733.8000</b> <b>Appleton – <a href="http://www.radisson.com">www.radisson.com</a></b>
<b>2020 Convention</b>	<b>March 20-22, 2020</b> <b>Madison Marriott West (608) 831.2000</b> <b>Middleton – <a href="http://www.marriott.com">www.marriott.com</a></b>
<b>2020 Workshop</b>	<b>October 23-25, 2020</b> <b>The Radisson Paper Valley Hotel (920) 733.8000</b> <b>Appleton – <a href="http://www.radisson.com">www.radisson.com</a></b>
<b>2021 Convention</b>	<b>March 26-28, 2021</b> <b>Radisson Hotel &amp; Conference Center (920) 494.7300</b> <b>Green Bay – <a href="http://www.radisson.com/greenbaywi">www.radisson.com/greenbaywi</a></b>



**2021 Workshop**                      **October 22-24, 2021**  
**Wilderness Resort (608) 254.1020**  
**Wisconsin Dells – [www.wildernessresort.com](http://www.wildernessresort.com)**

**2022 Convention**                    **March 24-26, 2022**  
**Radisson Hotel & Conference Center (920) 494.7300**  
**Green Bay – [www.radisson.com/greenbaywi](http://www.radisson.com/greenbaywi)**

## **AWSC Convention –**

Conventions are usually held in mid to late March with the election of Officers (AWSC Executive Officers-yearly positions) taking place at the Annual Meeting on Saturday morning. This is the yearly business meeting for the Association.

All AWSC clubs have the right to vote! Clubs with ten (10) or more current members are allowed two (2) votes; less than ten (10) members, one (1) vote. Voting members ***must be current members of the AWSC at the time of the vote***. Clubs will be sent a **voting delegate form** prior to the meeting (or forms can be found on the AWSC website at [www.awsc.org](http://www.awsc.org)). Please fill out the voting delegate form with current club member(s) names and send the form (or fax – 608.846.5534 or email – [stormyh@awsc.org](mailto:stormyh@awsc.org)) to the AWSC office on or before the deadline date stated on the form. Please note: Late forms will not be accepted.

All voting delegates must be verified with current AWSC membership to vote. In the event a club member cannot attend the meeting, your County Director and/or Rep can vote in your absence as your designated voting delegate. Voting delegate forms are sent to the clubs in January in a club mailing from the AWSC office.

There is a banquet (dinner is pre-paid and pre-registered) Saturday evening where all of the current year scholarship winners are recognized. Also note banquet attire is business casual.

The current AWSC President awards the “President Cup” to the recipient he or she feels is most deserving to the Association.

AWSC raffle prize winners are also selected this weekend at the Saturday morning meeting.

Director Meeting is Sunday morning (8:30 am). Anyone is invited to attend.

## **AWSC Workshop –**

Workshop is normally held the last weekend of October. Short workshop sessions are held on Saturday afternoon and can range in a variety of subjects including: Safety Instructor re-certification, groomer tips, club fundraising ideas and trail signing. Information on sessions is available on the AWSC website ([www.awsc.org](http://www.awsc.org)) along with registration forms. Look for information and registration

forms in your packet of materials from the AWSC office in late July. In addition, registration information will be available in the Sept issue of the WSN magazine.

There is a short General Meeting on Saturday morning open to all attendees.

There is a banquet (dinner is pre-registered & pre-paid) Saturday evening where all of the “Of the Year” winners are recognized with awards. Also note banquet attire is business casual.

Halloween/costume dance on Friday night with DJ.

Miss Snowflake is crowned after the banquet dinner on Saturday evening.

A silent auction is held during the weekend (Saturday later afternoon/evening) to help raise funds for the AWSC scholarship program.

Director Meeting is Sunday morning (8:30 am). Anyone is invited to attend.

## **Miss Snowflake –**

Every year in conjunction with the Workshop weekend (Oct/Nov), the AWSC sponsors a Miss Snowflake pageant. The pageant is open to all girls (must be a current member) between the ages of 16-22. Each year a contestant (sponsored by her snowmobile club) is crowned “Miss Snowflake” and has the opportunity to travel the state representing the AWSC. This is not a “beauty pageant” but a crowning of that special someone who has the energy, poise, and commitment to spread the excitement of snowmobiling. The crowning of the new “Miss Snowflake” takes place at the Saturday evening banquet. She attends club events statewide in the winter and summer months and does what she can to help clubs achieve success with their events.

Miss Snowflake’s schedule is posted on the AWSC website ([www.awsc.org](http://www.awsc.org)) along with her contact information.

Clubs that invite Miss Snowflake to attend their events are responsible for her mileage (.50 per mile), lodging and food.

The AWSC does have certain events throughout the year that Miss Snowflake is requested to attend, and in such cases the AWSC pays for mileage, lodging and food.

Miss Snowflake is given a snowmobile and trailer to use during her reign as Queen and at the end of her (1 year) reign is given a check for \$1500.

Applications are available in August from the AWSC website.

## **Of the Year Awards –**

Each year (in January) the Association posts information on the AWSC website ([www.awsc.org](http://www.awsc.org)) asking clubs to recognize someone special in their club or county association who has gone above and beyond and has given 110% over and over again without recognition. This is your chance to put that certain someone in the limelight! Applicants are selected by AWSC Directors and Reps at the summer Directors meeting in July. Winners are notified by certified letter in mid to late July. The AWSC recognizes six (6) “Of the Year” winners: Club, Snowmobiler, Dealer, Groomer, Family and Young Snowmobiler.

Winners will be offered a free one (1) night stay at the host hotel on Saturday night and their banquet meal(s) will all be paid for by the AWSC. Winners will be asked to get up and say a few words as they receive their plaque. Winners are sent to ACSA (American Council of Snowmobile Assn’s) after Workshop and are eligible for awards (if selected) at the ISC – International Snowmobile Congress.

## **AWSC Scholarships –**

The AWSC offers a scholarship program that is open to all graduating seniors who are current members and who have been members for 2 previous years. Information and criteria is available on the AWSC website ([www.awsc.org](http://www.awsc.org)) in October/November.

The Scholarship committee holds a silent auction during the Workshop (Oct) weekend to raise money for scholarships that are awarded at the spring Convention (Mar). Along with the monies raised that weekend and generous donations from Liberty Mutual Insurance and Schwartz & Shea Insurance companies and others. The scholarship committee pours over numerous applications and selects scholarship recipients. Winners are notified via a phone call.

## **AWSC Raffle -**

The AWSC currently holds one cash raffle. Our current raffle consists of 450 tickets printed and sold for \$100/per ticket. Tickets are available from your County Director or you can purchase them at Workshop. The drawing is held in March at the Annual Meeting. You do not need to be present to win. This is AWSC’s one and only fund raiser.

## **AWSC Website -**

The AWSC website ([www.awsc.org](http://www.awsc.org)) should be your first resource for information followed by your County Director or Rep. Then call the AWSC office if you can’t locate the information you are looking for.

Having a club event? Let us know either by email, snail mail or fax and we'll post it **on our website**. The same form can be used to have your event posted in the WSN magazine, just check the WSN box and the AWSC office will forward to the magazine Editor.

Does your club have groomer equipment to sell or looking to buy? We can post an ad for you until the item sells. This is a free benefit to all AWSC clubs! Found on the AWSC website under Clubs>Equipment Sale/Purchase

## **AWSC Trailer -**

The AWSC owns an enclosed trailer for clubs to use at no cost for promotional purposes at fairs and local events. The schedule is available on the AWSC website along with contact information for reserving the trailer. The trailer is insured through the AWSC.

Please contact the Daniel Reinhardt (AWSC Dodge County Director) 920.296.0665 or nanapoppyr77@gmail.com for information on pickup and to post on the AWSC website.

## **WSN (Wisconsin Snowmobile News) Magazine -**

The WSN magazine is the official publication of the AWSC. It is published seven (7) times a year (Sept-Mar) and all **current** members of the AWSC will receive the Wisconsin Snowmobile News (WSN magazine).

The magazine Editor, Lindsey Fontaine works from Somerset, WI. She is not an employee of the AWSC. She is an employee of MSPN (Publisher of the WSN). All club articles should be sent to **Lindsey Fontaine at PO Box 428, Somerset, WI. 54025**. Any questions regarding the magazine content should be directed to Lindsey as well at **715.338.3260** or [Lindsey@mspninc.com](mailto:Lindsey@mspninc.com). Anyone looking to place an ad or for pricing information should contact Lindsey directly.

In the July club mailing every club receives the magazine deadlines and forms for submitting clubs news and events. Submission forms are also available on the website under the Clubs heading, "Club Forms".

If you are not receiving a magazine, please call the AWSC office. The office maintains the membership list which is generated from all the club rosters. The AWSC office sends the list to the magazine (MSPN) generally a month before the next issue is mailed. If your club membership is NOT current when the list is pulled for the magazine, you will NOT receive the magazine. If you have members who are receiving more magazines than they want – let the office know!

If you are moving, please call the AWSC office with the address change!

Returned magazines costs the AWSC about \$0.59 each and that adds up really fast!

## Insurance –

### Liberty Mutual Insurance –

The major insurance company that the Association is affiliated with is Liberty Mutual Insurance Company. They offer all **current members** a major insurance savings on auto, home, snowmobile, motorcycle, and boat at greatly reduced rates. Honestly they do! See the homepage of the AWSC website for contact information.

### Schwartz & Shea Insurance –

The AWSC has had a long time relationship with Schwartz & Shea from Janesville, WI (as far back as the days when no one wanted to insure snowmobile clubs). The AWSC recommends that you call them with club or county insurance questions or needs - 608.754.3336 ask for Stephanie Champion. [www.schwartzshea.com](http://www.schwartzshea.com)

## AWSC Snowmobile Club Information –

### Clubs –

Your snowmobile club should be comprised of an Officer Board; President, Vice President, Secretary, Membership Chair, and Treasurer. Your club should have incorporation papers, a set of By-Laws and maybe a safety deposit box for keeping safe all of your important club paperwork. Club leadership changes frequently and many of those papers seem to get misplaced through the years so the safety deposit box comes in handy for safe keeping.

A very important role is that of the Membership Chair. This person is the one person in your club that AWSC office is most familiar with, therefore it is vital that we have current contact information. In many clubs the Membership Chair and the Secretary are one in the same person. The AWSC sends most of its mailings to the Membership Chair position (also noted on the cover sheet of the AWSC roster).

### Definition/Meetings –

In order for your club members to be eligible for the \$10.00 discounted trail pass your club, as stated in the Trail Pass Law, is required to have **at least 3 meetings a year, have no less than 10 current members and the club has to be formed in the State of WI.** The AWSC office retains the right to mark your club “Inactive” if those requirements are not met. Please stay on top of your membership!

### Accounting/Bookkeeping –

Your club should file for EIN # (Employer Identification Number) which is the same as Social Security number with the IRS. It is then recommended that the club maintain a checking account. If your club wants to process rosters online via the AWSC website a credit/debit card is required. It is very

important that each club have their own checking account. It is never a good idea to run club money through someone's personal checking account. In the event your club is audited by the IRS (and it does happen!) this could be an awful situation for all involved.

In the past, there have been numerous clubs where funds have turned up missing. Really it does happen every year! Can your Treasurer be bonded? **Just ask them**– sometimes that's all it takes.

Is your Treasurer/Membership Chair writing the checks, collecting the money, and the only person involved in banking? Are there receipts written for all transactions that involve money; taking \$\$ in and going out? Is there a monthly review by the other board members? There should be a cross reference. When was the last time your club books were audited? Paper trail, paper trail, paper trail – it protects EVERYONE involved!

## **Taxes -**

Do clubs have to pay taxes? You may be liable if you don't have a tax-exempt status. This is done with the IRS. This is not the same as Sales Tax Exempt status with the state of WI.

Please note that this same information can be found on the AWSC website ([www.awsc.org](http://www.awsc.org)) under the heading CLUBS>Tax Information.

## **TAXES/LICENSES -**

### **Non-Stock not for Profit Corporation**

All clubs should be incorporated

**Benefits:** Protects officers and members from liability and also protects personal assets from any legal action against the club  
The club becomes a legal entity  
Identifies the club as a non-profit  
Need a copy of Articles of Incorporation to apply for IRS tax exempt status

**How to Apply:** Wisconsin Department of Financial Institutions  
Simple form to apply -- Cost \$35.00  
Should list purpose as a charitable organization under section 501(c) (3) of IRS code

**How to Keep:** Need to file an "Annual Report" - List current Officers and send in with \$10.00 fee.

### **EIN # (Employer Identification Number)**

All clubs should have - Require for all bank accounts - Need for hiring Employees  
Identification for IRS - Same as a Social Security number for an individual - 00-0000000

**How to Apply:** Online at: [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or call: 1-800-829-4933  
Or paper form SS-4  
Easy - No cost

## **By-Laws**

All clubs should have a set of rules made by the club. In order to apply for IRS tax exempt status a copy of the club's by-laws is needed.

## **IRS Tax Exempt Status**

Not necessary if annual gross receipts are under \$5,000

Still should be set up to file annual 990N (e-postcard) Call: 1-877-829-5500

## **501(c) (3) Charitable Organization**

Requirements: Must be incorporated as a non-stock not for profit corporation

Articles of Incorporation must list the club as a charitable organization

The organization must meet the requirements of the IRS code 501(c) (3)

Assets must be dedicated to an exempt organization in the event of dissolution

Organization must not be operated for the benefit of any private interest

**Benefits:** Exempt from Income Taxes

Eligible to receive tax deductible contributions

Exempt from Personal Property Taxes under new legislation passed this past year (SB215)

Eligible to be exempt from Sales Taxes

Need to apply for a CES (Certificate of Exempt Status) from State of Wisconsin

**Disadvantages:** Restrictions on political and legislative activities

**How to Apply:** IRS Form 1023 - 12 page application - 5 years financial records

Cost: \$400 if gross receipts are less than \$10,000

\$850 if gross receipts are more than \$10,000

Web based application is being developed by IRS, cost \$200 when available

**How to Keep:** Must file annually by the 15th day of the 5th month after the end of your fiscal year.

If you do not file for 3 years you will lose your tax exempt status!!!!!!

Form 990 if gross receipts are more than \$500,000

Form 990EZ if gross receipts are between \$25,000 & \$500,000

990N (e-postcard) if gross receipts are less than \$25,000 no paper form, to be done online

990N (e-postcard) if gross receipts are less than \$50,000

To File 990N go to: <http://www.irs.gov/990n>

For more Information: <http://www.irs.gov/charties-non-profits/charitable-organizations>

**Information needed:** Organization's legal name

Organization's mailing address

Organization's website (if you have one)

Employer Identification Number (EIN)

Name & address of a principal officer

Organization's tax year (calendar or fiscal)

Answer 2 questions – Are your gross receipts less than \$25,000

Has your organization gone out of business?

**Other Exempt Organizations:**

**501(c) (4) social welfare organizations & 501(c) (7) social clubs**

**Benefits:** Easier to receive determination than 501(c) (3) charitable  
No restrictions on political activities  
Exempt from Income Taxes

**Disadvantages:** Not eligible to accept tax deductible donations  
Not exempt from personal property tax  
Not eligible to be exempt from sales tax

**Note: Groomers and grooming equipment are already exempt from sales tax for all clubs (see WI State Statute-included)**

**How to Apply:** IRS Form 1024 - 11 page application - 4 years of financial records

Cost to apply same as 501(c) (3)

How to keep: Must file same forms as 501(c) (3)

Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

Examples of receipts for a snowmobile club: dues, membership fees, funds taken in from a fundraiser, payments from county for trail maintenance.

**Certification of Exemption Status (CES)**

Must be a 501(c) (3)

Exempt for state sales taxes on purchases

**To Apply:** Application for Wisconsin Sales Tax and Use Tax Certification of Exemption Status  
Wisconsin Department of Revenue

**Raffle License**

**Each club must have their own license if they are planning to hold a raffle.**

You **CANNOT** use someone else's license.

For more information: [www.doa.state.wi.us](http://www.doa.state.wi.us) Type "raffle license" into site search.

Need to file annual report and renewal application

Cost: \$25.00 per year

**Other Tax Issues**

IRS Form 1099 MISC - use to report payments to another person or business who is not an employee

Form 1099 MISC needs to be provided to each income recipient by January 31

Form 1099 MISC must be submitted to the IRS by February 28

**Payroll Taxes**

If your club has Employees you must file a Form 944

Wages of more than \$100 are subject to withholding

Form W-2 is used to report wages to an employee

In doubt or you have questions regarding your clubs tax status, please call an Accountant who is familiar with non-profit club status. Our current President, Dave Newman ([dnewman@ceas.coop](mailto:dnewman@ceas.coop) /



715.212.7914) is also well versed on clubs and their tax situation along with our AWSC Treasurer, Andy Malecki Jr. ([afmelm@sbcglobal.net](mailto:afmelm@sbcglobal.net) / 920.494.3052).

## **Trails, Signage, Grooming – DNR Labor Rates -**

The WI DNR has information, forms and guidelines available online to assist snowmobile clubs.

<http://dnr.wi.gov/aid/snowmobiletrails.html>

Contact your county for signs as they are NOT available through the AWSC.

Please see the DNR website ([www.dnr.wi.gov](http://www.dnr.wi.gov)) for current forms and information on Equipment & Labor Rates for grooming.

## **Landowners –**

Where would we be without the ever so important landowner! Many new and some longtime landowners from time to time have questions regarding liability. Please note that those questions are answered for you on the AWSC website ([www.awsc.org](http://www.awsc.org)) under **CLUBS >Landowner & WI Snowmobiles Partnership** (also included in the back of this book). Please contact your AWSC County Director for further questions or concerns.

### **Do clubs have to pay sales tax when they purchase a groomer or attachments?**

The answer is “NO”. Clubs **DO NOT** have to be a 501(c) (3) organization to take advantage of this. The seller should provide you with a form (WI Sales Tax & Use Tax Exemption Certificate) that has to be filled out and signed. Please note the State Statute in the back of this book.

## **Club Media –**

Toot your own horn! Snowmobile clubs are responsible for so many positive things in communities statewide – let your community know about it!

- Get to know your local newspaper editor and reporters. Utilize cable TV’s community bulletin boards, upcoming events, etc... Plan your publicity in advance and invite the news media to your event.
- It is important for your club to maintain a website or Facebook page. The AWSC will provide a link.
- Maintain an up-to-date listing of your State Assemblymen and Senators along with county board members (specifically the Parks or Forestry Dept) and invite them to your club functions.
- Send pictures either professional or amateur of your club activities and/or charity event to local newspapers with a press release right after the event.

- Choose a spokesperson from your club to handle all public relations.
- As a club, participate in community projects and fundraisers (per your club By-Laws). Donate practical items to your community such as rescue sleds, etc...
- Join other local clubs in presenting a united front to answer anti-snowmobiling publicity. Don't respond to every article critical of snowmobiling that is published in the newspaper. This may give the anti-snowmobiler more fuel for the fire.
- Publicize rescue work done by your club or when you cooperate with law enforcement authorities.
- Remember the \$10.00 discounted trail pass rate is for club members!

There is also some great Media information available on the AWSC website ([www.awsc.org](http://www.awsc.org)) for clubs to refer to. Please see CLUBS >Media Information.

### **Club Activities & Meetings –**

Meetings that are meaningful and fun are vital to the success of your club! Snowmobile members do care about what is happening not only within their own county but statewide as well.

### **Suggested Speakers -**

- WI DNR to address statewide snowmobile laws and the way your club can be of service to the county.
- Invite Miss Snowflake to attend or speak at your event, her enthusiasm about snowmobiling will renew your members love and commitment to the sport!
- Local Law Enforcement Representative to discuss local snowmobile laws and what your club can do to support the agency such as assisting with search and rescue, and trail patrolling.
- AWSC Director and or Representative to discuss the Association and its purpose, benefits of membership, achievements and the future of snowmobiling statewide.
- Professionals from Miss Wisconsin, Legislators, local TV & Radio personalities and on and on – you never know until you ask!

### **Suggested Activities –**

- Club Fund Raising projects, great for summer too!
- Dinner, Dance, Landowner Recognition event

- Tailgate Party and Picnic (combine with new member welcome)
- Grass Drag Races, Swap Meets
- Radar runs
- Auctions, Craft Fairs, Little Libraries book drive
- Breakfasts, Pot Luck Dinners, Spaghetti Lunches
- Bowl-A-Thons, Fishing Derby
- Club Camping Trip, Summer Activities
- Winter Activities, Trail Rides, Guest Ride (town mayor, media personality, etc.)

### **Suggested PR Activities –**

- Charity Fund Raising Rides – Snowmobile Ride for MS, Juvenile Diabetes, Easter Seals, Pink Ribbon Ride, and the list goes on...
- Adopt-A-Highway, collect toys, coats, or food for the needy.

### **Suggested Yearly Club Goals –**

- One major fund raiser per year
- A weekend trip to a new area to snowmobile
- Youth Event
- Guest Speaker
- New membership club event

### **Club Membership –**

#### **Obtaining Members –**

- Market your club as if you were selling a product through newspaper ads, local radio, TV (local cable community channel), hang posters, etc.
- Maintain a website or Facebook page and **keep it current with information!**
- Network with other clubs at AWSC Workshop and Conventions and find out what worked for other clubs.

- Keep your club visible and actively involved in the community.
- Speak with snowmobile dealers about promoting your club membership. The more they know about your club the more they can communicate to prospective members.
- Hold a snowmobile safety course and hand out club membership forms with information regarding your club.
- Have a trail hospitality day. Park on the trail and set up an information booth and offer some free hot chocolate or coffee and talk about the work that your club does for the trail system. Have some club handouts available with contact information and your website listed!
- Hold a snowmobile and winter sport rummage sale and be sure to advertise and have club handouts available.
- Send membership applications to your current members along with a newsletter and encourage everyone to sign up at least one new member – because “who doesn’t know someone who doesn’t belong to a club?” Perhaps a prize for the person who signs up the most new members.
- Encourage club participation, let everyone get involved and take part in the planning. This prevents “burn-out” and new, fresh ideas can be a good thing!
- Make a point to introduce new members at your meeting and make them feel welcome and glad to have them be a part of your club. Spend some time after the meeting talking to them and answering any questions they might have.
- Keep your meetings fun and worthwhile to attend. If members walk away from a club meeting pleased with the meeting and club activities that is the most positive advertising you can have!

### **Retaining Members –**

- Keep your meetings interesting and fun, but do take care of routine business at the meeting.
- Keep your club members informed with newsletters – email is a wonderful thing and keeps postage costs down!
- Keep an active year-round calendar of events to help build friendships and network.
- Appoint a membership chair to personally take care of club membership duties and to help in welcoming new members and reminding present members to rejoin. Timely AWSC renewals and address changes are also part of his/her duties.

- Use fresh new ideas and welcome new members with a smile! Let all those members help on committees to plan and participate. New ideas keep your club from getting stale.
- Talk to other club members at AWSC Workshop & Convention to seek out ways in which they continue to retain members.

## **AWSC Membership –**

The AWSC provides each club a roster of members (online or hard copy). The roster shows the current and non-current members that are AWSC dues paying members of your club. Members are renewed annually from this roster by “checking the box” as Primary members for \$12.00. The \$12.00 **covers a legally married couple** and all of their children under the age of 19. Anyone 19 and older needs his or her own AWSC membership. This should be the same age for your club “family” memberships.

**Please note:** AWSC does not keep track of children on the rosters. Please **DO NOT** list business names on the AWSC roster, because first and last names are needed to purchase discounted trail passes for registered snowmobiles.

Rosters can either be updated via snail mail or online via the AWSC website with an assigned username and password from the AWSC. Guidelines for these processes are available to download from the AWSC website ([www.awsc.org](http://www.awsc.org)) *Clubs>Roster Management* in the top bar.

Credit and/or debit cards are required for online updates/renewals at the time you add or renew a member. Rosters are not updated until we receive payment – this includes online! **Please do not send cash!** AWSC membership year is 7/1 of the current year to 6/30 of the following year. Please **DO NOT send** in updates on a tiny scrap of paper as they do get lost in our sea of paper (please use 8.5 x 11 sheet of paper) as we need records for our files – thank you!

**Clubs updating their rosters online will incur a \$1.50 convenience fee each time members are updated or added online. This is per online session/transaction not per member!** If you update 50 members it will be \$1.50, if you update 1 member the fee will be \$1.50. Suggestion from the office is update membership roster once per week.

AWSC members may receive an AWSC membership card which is sent to the Membership Chair. If your club does not want AWSC membership cards sent, because the club doesn’t mail them out, and you are a club with online access, you have the ability to email your members their membership number. Please let the AWSC know and we will discontinue mailing your club AWSC membership cards. Remember member numbers are also on the address label of the WSN magazine for 7 months and can be looked up from the AWSC website!

**Please note:** Membership cards will be sent twice a month (15<sup>th</sup> & 30<sup>th</sup>) to clubs in an effort to keep postage costs down. I have many clubs that we don't even print cards for anymore – if your club is one of them please let the office know so we can stop printing AWSC member cards.

**Remember online users** – you have club AWSC membership numbers at your fingertips 24/7 for your club members. Once your online transaction has been paid that member number is current! It is ONLY the new members that take 24-48 business hours to process.

**There is a \$5.00 replacement fee for membership cards to cover extra handling costs.** AWSC member numbers are found on the AWSC member card, on your club roster and on the address label of the WSN magazine or members can look up their AWSC member number online from the AWSC website. Member numbers are required to purchase a discounted (\$10) WI Trail Pass. Membership Chairs have access to member numbers 24/7 with online ability!

### **Commercial Sponsor/Member -**

Another form of AWSC membership is the Commercial Sponsor/member. Details on how to become a Commercial Sponsor are also available from the AWSC website ([www.awsc.org](http://www.awsc.org)). Commercial informational guidelines/benefits are available to download from the AWSC website ([www.awsc.org](http://www.awsc.org)), found under **Clubs>Commercial Sponsors**. Part of the fee that commercial sponsors pay covers the AWSC (\$12) membership. They are an AWSC Commercial Member of your club so no other AWSC membership is required for the owner of the business.

A business can only belong to one club as we do not list the same business multiple times in our insert. **This is also a great money maker for your club as each club retains a portion of the fee collected.**

The two types of commercial sponsorship listings available to businesses through the AWSC or your local snowmobile club are as follows:

#### **Standard (\$45/year) Club retains \$10 and sends in to the AWSC \$35.**

- Listing in the **Wisconsin Snowmobile News commercial insert (WSN)** in **October, December & February.**
- Highlighted on our website for the length of your membership (12 months).
- Eligible for the discounted \$10.00 WI Trail Pass – for personal registered snowmobiles only!

#### **Premier (\$95/year) Club retains \$20 and sends in to the AWSC \$75.**

- Listing in the **Wisconsin Snowmobile News commercial insert (WSN)** in **October, December & February.**
- Highlighted on our website for the length of your membership (12 months).
- Hot link from AWSC website to your business website.
- Eligible for the discounted \$10.00 WI Trail Pass – for personal registered snowmobiles only!

## **Associate Membership –**

The AWSC does offer an Associate membership (\$20) to those who do not wish to join a snowmobile club, but want to support the AWSC. Associate members will receive the WSN magazine.

Remember the AWSC does encourage everyone to join a club!

**Note:** This membership **does not** allow the advantage of purchasing a WI Trail Pass at a discounted rate of \$10.00.

## **Secondary/Social Members –**

In 2010-2011 the AWSC *eliminated* keeping track of your clubs secondary/social members.

**A secondary/social member is someone who belongs to more than one club.** The member decides which club they want to be their primary AWSC dues paying club. Any other clubs they join would join they would be considered a “secondary/social” member - just keep all their money! You **DO NOT** have to send in \$10 for their AWSC membership. Their AWSC dues are paid through their primary club. If you want to verify whether a member actually belongs to another club “**ask them or have them show you their AWSC membership card**”. Is it a question on your club form? Email or call the AWSC Office and we can check on their membership for you too. Please call or email the AWSC office (608.846.5530 / 800.232.4108 / [awsc@awsc.org](mailto:awsc@awsc.org)) if you have questions. There is no extra benefit to the member for paying dues multiple times *except extra copies of the WSN!*

## **Significant Others –**

The AWSC **will no longer** keep track of significant others (**not a legally married couple**) on the AWSC roster. The AWSC roster consists of AWSC dues paying members only.

**Please Note:** If you have a married couple with different last names, just let us know and we will be happy to note that in their member profile!

## **AWSC County Director and Rep –**

These individuals are voted in at your County meetings. They must have current AWSC membership in order to fill these positions. They are the liaison between the AWSC and your club as well as your county. They are your “go to resource” for questions that pertain to the AWSC, club issues, trails, signage, grooming, etc... The AWSC pays Directors and/or Reps mileage (.50) to attend meetings.

## **Youth Members-**

If a youth (anyone between the ages of 12-18) is interested in being an AWSC member, there is a youth membership available for a fee of \$6.00. This membership would include a member card and a subscription to the ***Wisconsin Snowmobile News (WSN)***. Please note on the roster by their name if they are a youth, if you are sending this roster in hard copy.

## **KAOS (Kids and Adults on Snowmobiles) Program –**

The AWSC is proud to offer the future leaders of the AWSC something solid to build from. For more information please see the AWSC website ([www.awsc.org](http://www.awsc.org)) under **CLUBS>Youth Club Info & Youth Reps**, or email Jay Thompson (KAOS co-chair) at [jaysthompson66@yahoo.com](mailto:jaysthompson66@yahoo.com) or Brittany Thompson (KAOS co-chair) at [misssnowflake1011@gmail.com](mailto:misssnowflake1011@gmail.com).

## **Discover Wisconsin DVD's –**

A few years ago Discover WI filmed an episode on snowmobiling on behalf of the AWSC. The episode appeared on TV. Copies of the DVD are available for purchase at Workshop, Convention, and by contacting the AWSC office (608.846.5530 / 800.232.4108). The Discover WI DVD episode is \$3.00 each. This DVD is a great gift idea or charitable contribution to your local school or library!

## **Snowmobile Safety Courses –**

Anyone born on or after Jan 1, 1985 is required to take a snowmobile safety course. You will be issued a certificate after you complete the course. You should have it with you when you are out riding the trails. In the event you are pulled over and can't show a certificate, be prepared to pay a fine. **For classes and detailed information, please see the WI DNR website – [www.dnr.wi.gov](http://www.dnr.wi.gov).**

## **WI Trail Pass Information –**

Remember that it is your club member's responsibility to purchase their own discounted trail passes for \$10/per sled! The \$10 receipt will be good to ride with for 3 weeks from the date of purchase until your passes arrive in the mail from the State of WI. Please remind your members to order early and don't wait until you see snow flurries to order as it can take anywhere from 10 – 21 days for delivery of the trail pass via US Mail

**Clubs** – In order for your club members to be eligible for the discounted trail pass (\$10) your club, as stated in the Trail Pass law, is required to have **at least 3 meetings a year, have no less than 10 current members, and the club has to be formed in the State of WI**. The AWSC office retains the right to mark your club "Inactive" if those requirements are not met. Stay on top of those memberships!

## **Your job as a club –**

**Explain** the process and have information on your club website! You join the club and we (the club) pay your AWSC dues – it's a process! Remember you are the new club member's source of information! They don't know how it all works! Let them know that their WI-DNR registration numbers will always be required to order a trail pass as well! Communication is so important!



Be sure your members AWSC membership is current, as members must be current to purchase a discounted trail pass.

Make sure your members address is correct in the AWSC database, because the address we have in the database is where the Trail Pass will be sent. Only the Membership Chair with authorized online access and the AWSC office can change a member's address online.

Does your member have his/her AWSC Member number? AWSC member numbers are required to order discounted trail passes. AWSC member numbers are on the AWSC yellow membership card, on the address label of their WSN magazines (Sept-March), and on club rosters. Members can also look up their number from the AWSC website.

Online users have the availability to get member numbers 24/7 at your fingertips! Once the online roster transaction has been paid for, those members are current! It is only the new members that take 24-48 business hours to process!

**Please DO NOT** tell your membership that it takes the AWSC office 3 weeks to process memberships, it has NEVER taken 3 weeks to process a roster – thank you! You do not have to be holding the yellow card in your hands for the member to be current...

### **How current club members can obtain their discounted (\$10) WI Trail Pass are:**

**Order online through the AWSC website** at [www.awsc.org](http://www.awsc.org) with a credit/debit card (MasterCard, Visa or Discover), your AWSC member number and your WI snowmobile registration numbers. Members who order online will receive one receipt, via the email provided when ordering, from Authorize.Net, our credit card processing company.

**Mail In** with a check along with your completed Trail Pass form including AWSC member number and your WI snowmobile registration numbers – very important! The Discounted Trail Pass form is available from the AWSC website, Club Membership Chair and in several of the WSN magazines!

**Please do not send cash.**

**Call** the AWSC Office during business hours to order your WI Trail Pass with a credit/debit card (MasterCard, Visa or Discover), your AWSC member number along with your WI snowmobile registration numbers.

**Walk In** the AWSC office door during business hours and order with a check or credit/debit card (MasterCard, Visa or Discover), along with your AWSC member number and WI snowmobile registration numbers. Note: The **AWSC DOES NOT HAVE** trail passes in the office to sell, all you can do is order and walk out with a receipt.

***Many clubs bring laptops to club meetings*** and help members order their passes right there at the meeting! What a great thing to do – help those members who are elderly or don't own a computer!

**Please Note:** *Forms with incomplete/missing information or with an expired AWSC membership/expired snowmobile registration will be returned.*

**Note:** Snowmobiles 35 years and older may be registered as an antique. This registration is available for WI residents and is good for three (3) years. Fee = \$20. Renewal fee = \$5. Owners of snowmobiles registered as antiques will receive a “free” annual trail pass from the DNR, as required by law. If the trail pass is not received with the antique registration decals, one will be mailed, prior to the snow season, to the owners address in the DNR's files.

### **Who Is Not Eligible for a Discounted (\$10) Trail Pass –**

- ✓ Members who are not current in their snowmobile club or the AWSC
- ✓ Club members with less than 10 current members in their snowmobile club
- ✓ MN snowmobile clubs (clubs not formed in WI)
- ✓ Members who belong to the *AWSC Associate Club* OR Commercial Sponsor/Members who **ONLY** belong to AWSC. Trail Pass law says you have to belong to a CLUB and the AWSC
- ✓ Businesses have to purchase \$30 trail passes for snowmobiles that are not personally owned/registered
- ✓ Snowmobile is NOT registered in WI
- ✓ Snowmobile WI registration is not current
- ✓ Family Trust's / Estates (not personally owned)
- ✓ 2<sup>nd</sup> windshield for snowmobile – they can purchase 1 at \$10 – the second trail pass NEEDS to be purchased from DNR for \$30
- ✓ Members who are calling the office for pass after 30 days from order date

## **(FAQ's) Frequently asked questions???**

### **Club Raffle -**

#### **Our club wants to hold a raffle. Do we need our own license?**

Absolutely Yes! You cannot share a license with anyone else. Doing so could jeopardize their license and the ability to acquire your own license along with fines.

For more information: [www.doa.state.wi.us](http://www.doa.state.wi.us)

Your club will need to file an annual report and renewal application each year

Processing time is four (4) to six (6) weeks.

Cost: \$25.00 per year

You cannot use the AWSC logo on your club raffle tickets.

#### **Does our club need insurance?**

Yes! The AWSC has had a long time relationship with Schwartz & Shea from Janesville, WI (as far back as the days when no one wanted to insure snowmobile clubs). The AWSC recommends that you call them with insurance questions or needs - 608.754.3336.

#### **Do clubs have to pay sales tax when they purchase a groomer or attachments?**

NO! Clubs DO NOT have to be a 501(c) (3) organizations to take advantage of this. The seller should provide you with a form (WI Sales Tax & Use Tax Exemption Certificate) that has to be filled out and signed. Please note the State Statute in the back of this book.

#### **Can we use the AWSC logo on our county maps?**

Yes! The AWSC logo is the property of the AWSC and can be used by your club for business purposes. The AWSC By-Laws state the logo must be used in the original colors when you use it.

***United We Trail ... Divided We Fail***

Updated: June 2019