

Facilitator Check List:

When the District President or District leader has received word a Chapter has decided to dissolve the President will assign a Facilitator to work with the Chapter through the process.

1. Call the Chapter contact and let them know you will work with them and help them through the process to dissolve the Chapter. Also that you will be sending a procedure/check list of things they need to do. Also get Email and phone contacts.
2. Send them the procedure - **Chapter Dissolution** for their **State or Canada**.
3. Wait a month, then call and talk with them on how they are doing.
 - a. Have they made an inventory of all assets? Music files, risers, uniforms.
 - b. Now is a good time to destroy any photo copied music in their files.
 - c. Risers and uniforms can be donated to another Chapter or other musical group.
 - d. What is the balance of funds on hand as these should be reduced to near zero except for: \$10.00 filing fee in Wisconsin - North Dakota has a \$20.00 filing fee.
 - e. Can they find the original Chapter Charter?
 - f. Ask them to keep you posted and to let you know when completed.
4. They should complete the above before proceeding with filing the forms with the **Secretary of State** and if required, **Attorney General** (MN & ND).
5. Any current members need to be transferred either to another Chapter or to the LO'L Frank Thorne Chapter (Chapter # H000) or their membership allowed to expire.
6. After approval by the Secretary of State and/or Attorney General they can close the Bank accounts. US Chapters send any remaining funds to Jack Edgerton. Canadian Chapters to a registered Canadian Charity.
7. Lastly..... US Chapters file a final IRS Form 990 and Schedule N.. Canadian Chapters file Provincial Form T2.
8. Make sure the Chapter Charter is sent to the District President, who will send it to BHS.

Reference source documents:

Web sites of Sec of State and/or Attorney General in each State.

MN - Guide for the Voluntary Dissolution of Minnesota Non Profit Corporations.

WI - Wisconsin Form HT-110 Non-stock Corporations Articles of Dissolution.

ND - How to dissolve a Non Profit Corporation in North Dakota.

CA - Canada Not-for profit Corporations Act - Part 14 , Liquidation and Dissolution.