



## Application to Form an At-Large Unit

**Become an At-Large Unit of the state LWV Ohio.** LWV Ohio provides two great options for local members who want to organize as a formal League entity but with fewer administrative duties at the local level. For either option, at-large members must be current on payment of member dues to LWV Ohio.

### Option A: At-Large Chapter

- a. Minimum of 6 at-large members
- b. Must have a nonpartisan policy.
- c. Must have the following leadership positions: chair, vice chair, treasurer, and secretary.
- d. Planned meetings and activities for the next few months.
- e. Submit annual reports to the state League board.

### Option B: At-Large Group

- a) Minimum of 3 at-large members
- b) Minimal structure - convener
- c) Remain nonpartisan
- d) Get approval from LWVO for public use of League name – e.g., taking advocacy action, publications, public events [using League name](#).

NAME: \_\_\_\_\_  
*(Name of the person representing the group)*

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: OH ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please select from the following if your group would you like to form:

- Option A (At-Large Chapter)  
 Option B (At-Large Group)

Name of the county or municipality where the group is located?

How many people would be interested in forming the group?

Are they currently League members?

Issues and activities your group would be interested to undertake:

**If you are a current Local League wishing to transition to an At-Large Unit, please answer the following questions as they pertain to your League:**

Does your LL have an EIN?

Does your LL have either a 501(c)3 or 501(c)4 status?

Which version of the form 990 does your local League file with the IRS? Are your filings up-to-date and current? If not, please indicate last filing date.

Is your local League registered as a charitable entity with the state of Ohio's Attorney General's office? Is this filing up-to-date and current? If not, please indicate last filing date.

Does your local League have any bank accounts? Separate accounts for General and Education funds?

- If you answered yes to the above question, would your group prefer to elect a treasurer or bookkeeper to maintain a checking account for local expenditures? (Monthly reporting would be required). Or would your group prefer all monies managed by state office?

Does your local League maintain an Education Fund account with the LWVUS?

Is the local League up-to-date on PMP payments with the LWVO and LWVUS?

Is your local League up-to-date on collecting membership dues?

**Please complete and return the form to LWV Ohio – 100 East Broad Street, Suite 1310, Columbus, OH 43215**