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NEWS FROM NATIONAL

JANUARY 2019

News From National | January 2019

In this issue of News From National we'll cover the upcoming national office move, nominations for the recognition program committee, chapter form deadlines, and provide calendar dates for upcoming chapter events to be included in our quarterly regional newsletter.



BMW CAR OF CLUB OF AMERICA NEW NATIONAL HEADQUARTERS

WE'RE MOVING!

BMW CCA National Office Announces Plans For New Campus Near BMW Plant Spartanburg

Anyone who has paid a visit to the BMW CCA national office over the last several years has seen that rapid growth in club services, national events, online merchandise order fulfillment, and subsequent staff additions have left the office bursting at the seams! Well, a new national office has been officially secured and it's located just two miles away from BMW Plant Spartanburg and the BMW Performance Center, putting us right in the middle of all the excitement.

Our new space will not only serve as an office, but as an excellent event space, retail store, and display area that members can visit while in town. The surrounding land will serve as the perfect setting for car shows and weekend events, and will serve as the focal point for national events including the club's 50th Annual celebration: BMW CCA Oktoberfest presented by Michelin in Greenville, South Carolina, in October 15-19, 2019.

We will make our official move from downtown Greenville to the new office in the coming weeks and will make an announcement when the transition has been completed.

Our new address will be:

**BMW Car Club of America
2350 Highway 101 S
Greer, SC 29651**



RECOGNITION PROGRAM COMMITTEE

The Recognition Program Committee will recognize and honor individual club members, chapters, and members of industry for outstanding achievements and exceptional dedication. This committee is comprised of five dedicated BMW CCA members throughout the United States, and each BMW CCA Region will be aligned with a Recognition Program Committee (RCP) Member to ensure constant contact is available for any questions.

Now Accepting Nominations!

Submit your nomination for a BMW CCA member or a business today! Please note, chapter awards are based on performance metrics outlined in the award description and are not available for nomination.

[Submit Nomination >>](#)

For more information, visit the [RPC page on bmwcca.org](#) or email recognition@bmwcca.org.



REMINDER FOR CHAPTER TREASURERS

Accounting Questions? If you have questions as you begin closing the books, working on a budget, etc. you are welcome to call or e-mail Lindsey Branston, Director of Financial Operations, at (864) 438-0961 or lbranston@bmwcca.org.

IRS FILING REQUIREMENTS

All chapters are required to submit a tax return to the IRS and upload a copy via the National website along with the chapter financial statements being submitted. If any questions arise, please feel free to contact Lindsey Branston lbranston@bmwcca.org or (864)438-0961 at the National Office.

Chapter Tax Returns

The new upload form for Chapter Tax Returns is now available! Yes, that's right, you can upload your chapter tax return via the website now! After uploading a file you will receive an email confirmation.

All chapters that pay a contractor \$600 or more in the year are required to prepare 1099 forms and distribute by January 31, 2019.

[Upload Chapter Tax Return >>](#)



CHAPTER ADMIN FORMS

Please note: You must log in to the website to access these forms.

Chapter Report

Email addresses for whom to send electronic chapter reports to.

[Chapter Reports Form >>](#)

Printed Label Request

Please keep in mind that printing and shipping labels that are not required each month is both time consuming and costly. Mailing labels will be sent on request as needed.

Chapter Comp Listing Request

Please use this form to assign the individuals or businesses of your choice to the *Roundel* complimentary mailing list. The listings you include will receive a free copy of *Roundel* each month for one year. Keep in mind that all BMW dealerships currently receive a complimentary issue. The number of listings allotted to each chapter is based on one (1%) percent of your membership as shown on your monthly membership report.

[Chapter Comp Listing Request Form >>](#)

2019 Charity Matching Funds Program Application—DUE JANUARY 31

BMW CCA chapters that conducted charitable or public service activities in 2018 may request matching funds in 2019. Please note that eligible activities include not only fund-raising events, but other activities in which the chapter provided service involvement and assistance to a worthwhile cause or community activity, including donations to registered charities.

[Charity Matching Funds Application >>](#)

Chapter Administration—DUE MARCH 15

This form is MANDATORY and MUST be submitted each year to the National office by March 15. Please list all officers and chairs, even if there are no changes from last year. Chapter Officers and Committee Members responsible for submitting events, insurance requests and having access to chapter forms need to be included on the chapter admin form to appear on your

chapter's landing page on bmwcca.org. Those listed will also receive News from National. Anytime there is an update to your chapter, this form must be updated. Only changed information should be resubmitted during the year.

[Chapter Administration Form >>](#)

Chapter Financial Statements—DUE MARCH 31

This form is no longer a PDF file and is now a module on the National website.

[Chapter Financial Statements Form >>](#)

Chapter Tax Returns—DUE MAY 15

All Chapters are required to submit a tax return to the IRS and upload a copy via the national BMW CCA website along with the chapter financial statements being submitted.

If any questions arise, please feel free to contact Lindsey Branston (lbranston@bmwcca.org or 864-438-0961) at the National Office.



PLEASE ENTER YOUR CHAPTER'S EVENTS INTO THE NATIONAL CALENDAR

Below is the Regional Events Email Newsletter Schedule for 2019. Chapters are required to have all event dates, descriptions, and links submitted to the National Events Calendar one week prior to the actual email send date. Every region will have four of these email Newsletters per year. Events not entered into the National Calendar will not be included in the email.

To submit your chapter's events follow the link below and click the log in button. Once you log in you will be automatically directed to the event submission form.

[Enter Chapter Events >>](#)

Official 2019 Schedule

North Atlantic

- Q1: Calendar Entry Deadline: Jan. 17 | Email Send Date: Jan. 24
- Q2: Calendar Entry Deadline: April 18 | Email Send Date: April 25
- Q3: Calendar Entry Deadline: June 27 | Email Send Date: July 4
- Q4: Calendar Entry Deadline: Sept. 26 | Email Send Date: Oct. 3

North Central Region

- Q1: Calendar Entry Deadline: Jan. 24 | Email Send Date: Jan. 31
- Q2: Calendar Entry Deadline: April 25 | Email Send Date: May 2
- Q3: Calendar Entry Deadline: July 4 | Email Send Date: July 11
- Q4: Calendar Entry Deadline: Oct. 3 | Email Send Date: Oct. 10

Pacific Region

Q1: Calendar Entry Deadline: Jan. 31 | Email Send Date: Feb. 7
Q2: Calendar Entry Deadline: May 2 | Email Send Date: May 9
Q3: Calendar Entry Deadline: July 11 | Email Send Date: July 18
Q4: Calendar Entry Deadline: Oct. 10 | Email Send Date: Oct. 17

South Atlantic Region

Q1: Calendar Entry Deadline: Feb. 7 | Email Send Date: Feb. 14
Q2: Calendar Entry Deadline: May 9 | Email Send Date: May 116
Q3: Calendar Entry Deadline: July 18 | Email Send Date: July 25
Q4: Calendar Entry Deadline: Oct. 17 | Email Send Date: Oct. 24

South Central Region

Q1: Calendar Entry Deadline: Feb. 14 | Email Send Date: Feb. 21
Q2: Calendar Entry Deadline: May 16 | Email Send Date: May 23
Q3: Calendar Entry Deadline: July 25 | Email Send Date: Aug. 1
Q4: Calendar Entry Deadline: Oct. 24 | Email Send Date: Oct. 31

MORE INFORMATION:

To access all of the chapter admin forms, and many other helpful tools designed specifically for chapter officers please login to the website [here](#).

QUESTIONS?

Phone: (864) 250-0022

E-mail: questions@bmwcca.org

Address: 640 South Main Street,
Suite 201 Greenville, SC 29601

