



Dear Chapter Presidents,

Thank you for your patience and cooperation as we work together through the merger of Freedoms Foundation at Valley Forge and The Union League Legacy Foundation and the creation of Founding Forward. You have seen the big picture through the chapter toolkit and in our meetings. The next step is to focus on the legal portion of the new organization and the creation of the Freedoms Foundation at Valley Forge, LLC.

The Freedoms Foundation at Valley Forge, LLC was created to allow chapters to keep their tax-exempt status with the IRS and retain their current EIN. You will be receiving an email via DocuSign from Kira Foley-Tuzman, Executive VP and COO of Founding Forward. This document is the Freedoms Foundation at Valley Forge LLC National Chapters Group Exemption Agreement. This agreement formalizes the Freedoms Foundation at Valley Forge, LLC and will allow all of you to continue normal operations on the chapter level.

This document states that Freedoms Foundation at Valley Forge becomes Freedoms Foundation at Valley Forge, LLC with Founding Forward as the sole member. Sections A-G of the document cover this change that allows for the FFVF Chapters to keep their individual EINs, remain under a non-profit IRS Group Exemption and file under a joint 990. Chapters will continue to submit financial reports to headquarters.

Next step for chapters.

1. Sign and Return the Group Exemption Agreement
2. Change Name to "Chapter Name" of Founding Forward (Valley Forge Chapter of Founding Forward)
3. Change Name with your banks and other financial institutions.
4. Register your chapter with your local county or state as a "Doing Business As" Founding Forward

This document is required for your chapter to continue to do business as a volunteer chapter. Please review thoroughly. We ask that you please sign and return via DocuSign by Friday, **March 1, 2024**.

If we do not hear from your chapter, please be advised that we will need to begin the process of formally closing the chapter and having all your funds returned to headquarters.



We are very excited about the future and look forward to working with the chapters to create the premier civic education institution. We created this process to make the whole transition as easy as possible. This is a lot of information though so please do not hesitate to contact either Kira (kira@unionleague.org) or me with any questions or concerns. We are here to assist you.

Thank you and Happy Presidents Day!

Carolyn E. Santangelo
Sr. Director of Chapter & Partner Relations

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