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NEWS FROM NATIONAL

FEBRUARY 2016

News From National | February 2016

In this issue of News From National we'll cover the upcoming DEC and Club Race Conference, chapter form deadlines, and provide a download link for Celebrate BMW ads and artwork that can be used in chapter communications.



REGISTER NOW: DEC AND CLUB RACE STEWARDS MEETING

Make plans to join us for a combined Driving Events Committee Congress and Club Race meeting, along with a Board and Annual Meeting. The meetings will be held at the Westin Dallas Fort Worth Airport on Friday, April 29, through Sunday, May 1, 2016. [Registration is now open.](#)

BMW CCA Board Meeting and Annual Meeting

Date: Friday, April 29, 2016
Location: The Westin Dallas Fort Worth Airport
4545 W. John Carpenter Freeway
Irving, TX 75063

Driving Events Committee Congress and Club Racing Stewards Conference

Date: Saturday, April 30 - Sunday, May 1, 2016
Location: The Westin Dallas Fort Worth Airport
4545 W. John Carpenter Freeway
Irving, TX 75063

[Register Now>>](#)

Driving Event Committee Meeting Policies

- Each chapter can send two members who are responsible for driving events. We suggest the chapter's chief instructor and autocross chair.
- BMW CCA will provide travel based upon reimbursements levels published by the club office. This includes onsite meals and lodging, based on shared double occupancy.
- BMW CCA will not provide reimbursement for mileage to the airport, meals en route, or other incidental travel expenses (including baggage fees). Attendees may request reimbursement for non-covered expenses from their chapter however, BMW CCA does not set local chapter expense policies.
- Attendees requesting a private room will be charged \$106.00 for two nights.
- Chapters are welcome to invite other officers at their own expense. Chapters may request those expenses to be withheld from their chapter rebate.

Travel Policy

Transportation, hotel and conference meals onsite are provided by BMW CCA. Any authorized attendee who drives to the conference will be reimbursed at a rate of \$0.54 per mile round trip (not to exceed the published airfare for your area). Rooms are based on double occupancy, and each attendee must let the National Office know with whom they will be sharing a room. If you do not have a roommate the office will assist in finding a roommate.

Additional rooms are \$212.00 for two nights.

Charges will be accepted at the National Office, not at registration. Please call 864-250-0022 x225 to arrange payment.

Host Hotel

Westin Dallas/Fort Worth
4545 W. John Carpenter Freeway
Irving, TX 75063
972-929-4500

Flight Reservations

All attendees are responsible for their own airline reservations. Flight costs are not to exceed the published airfare for your area that will be posted by the national office on March 1. Please try to arrive by 4:00 p.m. Friday. The Conference will end Sunday no later than 12 noon.

If you have any questions regarding travel or reimbursement please email Lindsey Branston at lbranston@bmwcca.org.

Guests

You may bring a guest. If your guest wishes to attend meal functions the cost is \$169.00 which includes the Friday reception, two continental breakfasts, lunch and dinner.

Reminder

Hotel fees are being paid by National except for those with private rooms or chapters requiring an additional room. You will need a credit card to cover incidentals. The National office will make all reservations regardless who is paying.

Please do not reserve a room on your own.

Roundel
SPECIAL
ELECTION ISSUE!
THE BATTLE BEGINS. BROADCAST ONLINE.
www.bmwcca.org
OR SUBSCRIBE BY PHONE: 800-875-1234



NATIONAL ELECTION BALLOT NOTICE

As you probably know by now, there was a glitch in the delivery of the election ballots mailed with the January issue of *Roundel*. Our printer—who has taken full responsibility for the error—mailed new ballots to all members last week. Please discard the election materials enclosed in the plastic bag that came with the January issue of *Roundel* and use the new ballots you just received. If for some reason you haven't yet received your new ballot in the mail please contact Steven Schlossman at sschlossman@bmwcca.org.

You can see a sample of what the new ballot looks like [here](#). We apologize for any inconvenience this may have caused and appreciate your understanding.

Candidate Statements

The candidate statements are posted on the forums. Read them now and feel free to open up further discussion in the BMW CCA Forums. Voting will close on Friday, February 26, 2016, at noon EST and results will be posted on the Club website that same day by 5:00 p.m. EST.

[Read the statements >>](#)





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.

New Feature!

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.

[Upload Chapter Tax Return >>](#)



CHAPTER ADMIN FORMS

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

Chapter Report—PAST DUE

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—PAST DUE

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 >>](#)

2015 Charity Matching Funds Program Application—DEADLINE EXTENDED TO FEBRUARY 15

In an effort to make sure that all chapters are rewarded for their charitable contributions, we have extended the application deadline to Monday, February 15.

BMW CCA chapters that conducted charitable or public service activities in 2015 may request matching funds in 2016. 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. This packet contains the application form and instructions. Please limit your submissions to the information on the application form.

Applications must be received at the BMW CCA National Office, Attn: Lindsey Branston, no later than February 15, 2016. They will be checked for completeness.

[Download the 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. You can access it by visiting [Chapter Financial Statement 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.

New Feature!

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.

[Upload Chapter Tax Return >>](#)

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



AVAILABLE FOR DOWNLOAD: PRINT ADS, LOGOS, STOCK PHOTOS, AND TEASER VIDEO FOR CELEBRATE BMW EVENTS

We have placed our marketing materials for this year's Celebrate BMW events into a Dropbox folder for download. The materials include print ads, logos, stock photos, and even a teaser video. Interested chapters are welcome to download and use these materials for their print newsletters, emails, websites, and social media channels. We will be adding additional artwork and ad materials to the Dropbox folder in the coming months.

Registration for all three events—Legends of the Autobahn, Festorics, and Oktoberfest—will open in just a few weeks. An announcement with the official registration launch date will be made in *Roundel Weekly* soon.

[Download Artwork >>](#)



PLEASE ENTER YOUR CHAPTER'S EVENTS INTO THE NATIONAL CALENDAR

Below is the Regional Events Email Newsletter Schedule for 2016. 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 2016 Schedule

North Atlantic

Q1: Calendar Entry Deadline: Jan. 21 | Email Send Date: Jan. 28
Q2: Calendar Entry Deadline: April 21 | Email Send Date: April 28
Q3: Calendar Entry Deadline: June 30 | Email Send Date: July 7
Q4: Calendar Entry Deadline: Sept. 29 | Email Send Date: Oct. 6

North Central Region

Q1: Calendar Entry Deadline: Jan. 28 | Email Send Date: Feb. 4
Q2: Calendar Entry Deadline: April 28 | Email Send Date: May 5
Q3: Calendar Entry Deadline: July 7 | Email Send Date: July 14
Q4: Calendar Entry Deadline: Oct. 6 | Email Send Date: Oct. 13

Pacific Region

Q1: Calendar Entry Deadline: Feb. 4 | Email Send Date: Feb. 11
Q2: Calendar Entry Deadline: May 5 | Email Send Date: May 12
Q3: Calendar Entry Deadline: July 14 | Email Send Date: July 21
Q4: Calendar Entry Deadline: Oct. 13 | Email Send Date: Oct. 20

South Atlantic Region

Q1: Calendar Entry Deadline: Feb. 11 | Email Send Date: Feb. 18
Q2: Calendar Entry Deadline: May 12 | Email Send Date: May 19
Q3: Calendar Entry Deadline: July 21 | Email Send Date: July 28
Q4: Calendar Entry Deadline: Oct. 20 | Email Send Date: Oct. 27

South Central Region

Q1: Calendar Entry Deadline: Feb. 18 | Email Send Date: Feb. 25
Q2: Calendar Entry Deadline: May 19 | Email Send Date: May 26
Q3: Calendar Entry Deadline: July 28 | Email Send Date: Aug. 4
Q4: Calendar Entry Deadline: Oct. 27 | Email Send Date: Nov. 3

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



