



# Green Valley Recreation Club Clips

April  
2009

*GVR's Mission Statement: "To provide recreational, social and leisure education opportunities that enhance the quality of our members' lives."*

## New GVR Club Liaison

I am pleased to advise that effective immediately, Karen Rans will be the new Club Liaison for GVR. Many of you know Karen as the Coordinator for the Green Valley Senior Games and various other community events. You can reach Karen at 625-3440, x216 or via e-mail at [karen@gvrec.org](mailto:karen@gvrec.org).

I would like to take this opportunity to thank all of the present club officers and those that I've had the pleasure of working with during the past nine years.

*Ginny Bilbrey*

### 2010 Annual Club Workshop

The date for the 2010 Annual Club Workshop has been scheduled for Friday, January 8, 2010 at 9:00 a.m. Mark your calendars now to attend. The meeting will be held in the Agave, Ocotillo and Juniper Rooms at Las Campanas. The 2010 club forms will be mailed to all club presidents by mid-December.

### Guest Pass Program

Effective January 1, 2009, GVR implemented a new guest pass program. GVR members have the opportunity to purchase an annual guest pass for \$20 for unlimited guest visits to GVR facilities throughout 2009. The \$1.00 daily passes will also be available for members to purchase. Tenants are not eligible to purchase or use an annual guest

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### Keeping Current Articles

Since Karen Rans is the new Club Liaison, please remember to send all *Keeping Current* articles to her attention at [karen@gvrec.org](mailto:karen@gvrec.org). Also keep in mind that when duties and responsibilities change in the club, the individual handling submissions for articles in *Keeping Current* should be aware of the following tips:

1. Articles are due to Karen's attention at [karen@gvrec.org](mailto:karen@gvrec.org) on or before the last Friday of each month. She will always reply to the sender upon receipt of the article. If she does not send a reply, it means that she did not receive it and the sender should call Karen at 625-3440, x216 immediately.

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pass. They must continue purchasing daily guest passes for their guests.

If a member does not have an annual guest pass or a daily pass, their guests are not eligible to use or visit a GVR facility or participate in club activities. Please remember to check all club members' ID cards at club activities.

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2. We are always working on two months ahead on each issue (i.e. July articles are due by May 29<sup>th</sup>, etc.).
  3. Articles should not be longer than 250 words.
  4. Pictures are welcomed but not guaranteed! Everything is based on space availability. And, there is no guarantee that the photo will be placed on a page that is printed in color.
  5. Only one article per club each month.
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### **IRS Form 990-N (e-Postcard) Reminder**

All GVR clubs are required to file their IRS Form 990-N (e-Postcard) before May 15, 2009. This requirement applies to all small tax-exempt organizations whose average gross receipts for the immediately preceding three tax years are \$25,000 or less. The form must be completed and filed electronically. Listed below is the step-by-step procedure as provided by GVR's Finance Director Jim Cassidy.

If you filed last year, your Login ID and password should still be valid. If you are filing for the first time, you must first register and obtain a Login ID. To file, log onto [www.epostcard.form990.org](http://www.epostcard.form990.org). Click on "Register as a New User" at Step 1. Read the paragraph on Exempt Organizations and click on "Next." Leave the Login ID Type as "Exempt Organization" and enter your club Employer Identification Number (EIN) and click on "Next." Enter your password (and verify password), your first and last name, your e-mail address (and verify e-mail address) and your daytime telephone number. Print this page for your file and then click on "Next" to continue. The next page will show your new Login ID.

Since your Login ID has been successfully created, log out of the e-Postcard site. You will then receive an e-mail containing a link that will allow you to activate your login ID and create your e-Postcard. If your e-mail account has a spam filter, please ensure that it allows e-mails from [epostcard@urban.org](mailto:epostcard@urban.org). When you receive your e-mail from [epostcard@urban.org](mailto:epostcard@urban.org) regarding your e-Postcard ID Activation Notice, click on the appropriate link. Enter your password and click "Next" to create your e-Postcard. Enter the tax year period beginning 1/1/2008 and ending 12/31/2008

and confirm your gross receipts are normally less than \$25,000 on the Organization Information page.

Click "Next" and proceed to the Organization Address and Principal Officer Information page. You will need to enter your club's mailing address, website address and name and address of your club's president. On the Doing Business As (DBA) line, enter your club name. If you neglect to do this, your club name will not appear on the e-Postcard. When all fields have been completed, click the "Submit Filing to IRS" button.

Please print out a copy of your e-Postcard filing and forward it to Karen Rans at Member Services Center no later than May 15, 2009. If you have any questions or encounter any problems related with your filing, please call Karen at 625-3440 extension 216 or Jim Cassidy at extension 205.

If you do not have access to a computer or if you are not comfortable in filing the form, please contact Karen or Jim and they will be happy to file it for you.

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## Contact Information

**Karen Rans - Club Liaison**  
625-3440, x216 or [karen@gvrec.org](mailto:karen@gvrec.org)

**Anndrea Blackshear - Executive Director**  
625-3440, x203 or [anndrea@gvrec.org](mailto:anndrea@gvrec.org)

**Cindy Folsom - Facility Reservation Coordinator**  
625-3440, x202 or [cindy@gvrec.org](mailto:cindy@gvrec.org)

**Jim Cassidy - Finance Director**  
625-3440, x205 or [jim@gvrec.org](mailto:jim@gvrec.org)

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