



# A Letter from the US Field Office



February 18, 2022

**To:** Area and Lighthouse Leaders, SPCs, State Leaders and US Directors

It's hard to believe it has taken me so long to get this letter out. It seems like January and now February have flown by. I believe it is evidence that God is moving and is ramping up His plan for the day in which we live. Truly a season of acceleration is upon us! We are so encouraged by all the activity we see and hear of in the field.

The first week in February, Jane, Kathy, and I met with the rest of the United States Leadership Team by Zoom. We met for 3 days and had an incredible time. On the 2<sup>nd</sup> day of meetings, we watched two prophetic clips. One was from 2015, when Jane held up the rod of authority given to us by God and the other was when Graham Cooke gave Jane the scepter on Sunday morning following his message. He called Jane the keeper of the prophetic keys.

I want to encourage you to revisit those words. They are our history written in advance. They are keys to our transformation. They are identifying markers that let us KNOW how God sees us every time He looks at us. Dig them out and visit them again. No need to leave them gathering dust on a shelf or in a filing cabinet.

Having said that, we are concentrating on adding prophetic video clips to our YouTube channel. We are also putting up the transcripts to those video clips on the Aglow website under Resources. I promise you that if you take these prophetic words to heart, you will see an awakening in your group.

I'm going to tell you right here up front, the cost for insurance this year is **\$240**. See Insurance below for more details.

Now, get a cup of tea and a comfortable seat and let's get on with the necessary items at hand.

## **ADVISORS**

A couple of years ago it was decided that Aglow groups no longer needed to have advisors. Aglow has its own tier of "advisors". Lighthouses go to their Area Team, Area Teams go to their State Leader/Regional Director. State Leaders go to their Regional Director. Regional Directors go to the CEO/President and Executive Director of the U.S. Field. Any level of leadership can step into any other level or can be called in to help. We haven't changed this in the digests because we didn't want any team to tell their advisor they were fired. When the Advisor's year is up send him a thank you letter and don't invite for the next year.

All that to say this, if you want an advisor you can still have them, however, you need to be sure that they have a heart for and an understanding of Aglow's vision and ministry.

## BANK ACCOUNTS

Banks are becoming more and more difficult to deal with. If you are opening a new checking account, please follow the procedure below.

- » FIRST, be sure you have a copy of your EIN letter from the IRS. If the letter is really old and/or looks like a large postcard or, if you do not have a copy, please contact DruciAllen@aglow.org in the U.S. office to find out if we have a copy or how to obtain a copy of the letter. You will need this for the bank. If you must obtain the letter from the IRS, please call Druci @ extension 425-775-7282 ext. 212. This process can take up to 6 weeks.
  - We apply for **New Community Lighthouses** EIN when we affiliate them. The letter is included in the affiliation packet with your charter. We do not obtain EINs for Neighborhood groups. Their funds are usually minimal and we ask Area teams to handle funds for them.
  - Make sure that the Global Field Office – U.S. Has an updated **Change of Information (COI)** form for your team. We must know who is on the team and who will be signers on your account. Unless your team has been faithful in keeping us informed, our records may not match who is actually on your team.
- » Once you have your EIN letter in hand AND have updated your Team information with Druci, then proceed to the next step.
- » Select your bank and make contact with someone in the bank who will help you set up the account. Please do not present yourself at the bank and call us from the bank (or, on your way to the bank) to ask us to send the paperwork immediately. Paperwork entails putting together a letter that pertains to your Lighthouse and takes time to prepare and to gather all the other information the bank needs.
- » Druci will send your contact at the bank all of the paperwork they request.
- » If asked by the bank, **your Lighthouse or Area Team is NOT an incorporated entity**. Aglow International is the incorporated entity and the parent company. Your team is a subordinate of Aglow International. Your EIN number is for banking purposes only. The bank **must** use your EIN and not Aglow International's.
- » When you go to sign paperwork for your new account **please verify** that the account is set up under your team's name as listed on your EIN. Verify that the account is under your correct EIN. **This is very important.**

## BANKING INFORMATION - OTHER

More and more states are requiring banks to make sure that all businesses in the state are registered with the state. There are a handful of states which already do this. If your bank is asking you to do this, please talk with [Druci Allen](mailto:Druci.Allen@aglow.org) (425-775-7282 x 212) for guidance on how this needs to be done.

The most important thing for you to tell a bank OR state is that **YOUR GROUP IS NOT INCORPORATED**. Each of our groups are subordinates under Aglow International, it is what gives you permission to be

considered a 501c3. Aglow International is already registered to do business in every state in the U.S. Therefore, it is important that if you are required to register your group you do it correctly, so please contact Druci.

If you have **any** questions regarding banking, please contact [DruciAllen@aglow.org](mailto:DruciAllen@aglow.org). It is much better to ask than to make it up and do it incorrectly.

## **BE AWARE - SCAMS**

If you receive a check for a few cents or a dollar and a few cents from a foundation or charity – **DON'T DEPOSIT IT!** This is a scam to get your bank information. I am including this link to an article which will give you information and tell you what to do if you are receiving checks from these scammers – it will be worth your while to read this article. <https://abcnews.go.com/Business/charity-scams-warnings-giving/story?id=8738002>

Anytime you get an email wanting to give you money – before you do anything – check it out! Scammers are getting smart and they are using creative ways to get banking and other information.

## **CONTRACTS**

This is a reminder that **ALL** contracts must be sent to Molly Benshoof at [MBenshoof@tpgrp.com](mailto:MBenshoof@tpgrp.com) **BEFORE** you sign them. Molly looks over contracts to be sure they do not contain a HOLD HARMLESS clause. We do **NOT** sign any contract with a HOLD HARMLESS clause. If you have questions, contact me at [LindaJones@aglow.org](mailto:LindaJones@aglow.org).

If your contract is rejected because of a Hold Harmless clause, you have two options:

- » Negotiate with the venue to see if they will change the wording on the contract. Aglow is perfectly willing to be responsible for what we cause, but cannot be responsible for what the venue causes. Please do not call Molly regarding this, it is not part of her job. If you have questions, contact Linda Jones.
- » If negotiating with the venue doesn't work, you will need to find a new venue. The Salvation Army and often City or County venues specifically, will have Hold Harmless clauses and usually will not compromise on the wording.

## **COMMUNICATION WITH THE IRS**

The first rule on this - please don't! Neither Area nor Lighthouse teams should be filing **anything** with the IRS other than 1099 and 1096 forms. **If you receive communication from the IRS requesting information or a form from you, please call Linda Jones in the Global Field Office – U.S., or scan or mail the letter to her attention.** If you have questions regarding this, please talk to Linda.

**ALL 990N postcards are filed from our Headquarters Office. No one outside of HQ should be filing these.** If you have questions regarding 990N postcards, please call Linda or Druci.

## **DATABASE**

It is of the utmost importance for your team to keep the Global Field Office – U.S. notified of changes, big or small, on your teams. This means everything from changes of email addresses, physical addresses, personnel changes on your team, changes in location of your meetings, phone numbers, etc. **Our**

***database is only as good as the information we get from you.*** You can find Change of Information (COI) forms in MyAglow or Druci can send one to you.

A downloaded COI form can be filled out on the computer and emailed to [DruciAllen@aglow.org](mailto:DruciAllen@aglow.org). If you save the filled-out form on your computer, whenever there is a change, you simply pull it up and make **ONLY** the changes that need to be made *and remember to change the date on the form*. Please note, a blank space for one of the positions, means that no one is filling that position. So only make changes to the places that need to be changed and email the form to [DruciAllen@aglow.org](mailto:DruciAllen@aglow.org), and to your Area Team, State Leader (if you have one) and your Regional Director.

When one of your changes includes a new person in a position, please be sure to include the Leadership Questionnaire (LQ) that has been signed by the Area team. Advisors are no longer required to sign these forms. Make sure you are using the latest LQ form. Also, make sure the new person is a Global Partner.

Anna has just finished mailing excel sheets to all of the Area teams showing who we show serving on the Area and Lighthouse teams. We are asking teams to review the listing and send in Change of Officer and Leadership Questionnaires forms when necessary to update us on changes to who is currently serving. If your team hasn't responded as yet, please do so. It will help us clean up our database. Thank you!

When a team no longer has a President, it is important that an interim president is appointed right away. When our database doesn't show a president it stops communicating with that team. So please appoint an interim president ASAP.

## **DIGESTS**

We are aware that the Digests are in desperate need of updating. There are no new Digests. However, in the front of each one there is a page that tells you what has been updated. We are working on it!

## **EIN LETTERS FROM THE IRS**

Whether you are opening a bank account or not, we encourage all of our groups to locate your EIN letter from the IRS, to make sure you have a good copy. We try to keep a copy here at HQ, but sometimes we find that we do not have one, especially for older groups. If you can't locate your letter, contact Druci to find out how to get a copy. The IRS does not allow us to do this for you. It can take up to 6 weeks to receive the letter from the IRS. However, if you have access to a fax machine and are near it when you call them, they have been known to fax it immediately to you.

After you get your new copy, **please send a copy to Druci so we have one as well**. The EIN letter **MUST** be kept by the President and a copy by the Vice President of Finance and **MUST** be passed on with other Aglow files when either of these two positions change. This letter is an official government document. I suggest you give it its own file in your records so you can easily find it.

## **FORWARDING eBLASTS FROM HEADQUARTERS**

If you are forwarding eblasts that come to you from Aglow International, please be sure to scroll down to the bottom of the email and remove the line that says *unsubscribe*. (Highlight the word or line, then hit delete.) If you forward without doing this and the person you have forwarded it to clicks on the unsubscribe link, it will automatically unsubscribe YOU and not the person you forwarded it to. This means you will no longer receive **email from Aglow**.

## GLOBAL PARTNER AND A-CO

Please encourage those at your meetings to consider becoming **Global Partners**. Our Global Partners have dropped off because so many were not able to meet the last two years and we want to get everyone on board again. Remember it is now \$30. Remember, too, that Leaders are required to be Global Partners.

Another opportunity to help Aglow with funding is A-CO. You can join with a commitment of a minimum of \$10/month. Did you know your Lighthouse or Area Team can become a member of A-CO? Think about it. A-CO donations help us count on a set amount of income a month. We appreciate your commitment!

## INSURANCE PAYMENTS

Remember that your 2022 insurance payment of **\$240** (new amount) is due by **March 30<sup>th</sup>**. ***Please try to be diligent in getting your payment in by that date.*** Area Teams should ask each Lighthouse to pay a portion of the total payment; however, Area Teams are responsible to send in the full amount. (Area Team, please let each Lighthouse know the amount you need them to reimburse you. Lighthouse team send your portion to the Area Team NOT to Aglow Headquarters.)

If your team has not yet paid your 2021 Insurance payment, it is not too late to do so and will be greatly appreciated. Please be sure to mark which year it is for on the check.

## 1099's FOR ANY YEAR

This portion was sent out to you in January so hopefully you have completed this for 2021. This repeats every year. If you pay any one person \$600 or more during a calendar year, you **must** give a 1099NEC to each of them by **January 31**, of the following year. Then by **February 28<sup>th</sup>**, you must also file a 1096 with the IRS, which is a compilation of the 1099s you filed. There are good instructions on filing the form in the Finance Digest. We suggest that Area teams buy a package of these forms and share with Lighthouse teams in their area, or obtain forms from your CPA. The IRS changed the name of the 1099 you should use to file, it is now a 1099NEC. If you filed this year on the old form 1099MISC it is okay – but next year switch to the 1099NEC.

This is a yearly requirement for any one you give \$600 or more to in a calendar year. Unless your venue is incorporated, that means you give one to them as well.

## OTHER FINANCIAL INFORMATION

When making donations to your SPC or an Area Team, or your State Leader, please send the donation directly to the SPC or Area Team or State Leader. **Please do not send to Headquarters.** Make checks payable to the “Whatever” State Prayer Coordinator or the Name of the Area Team that holds the SPC’s funds or to the (State) Leader (i.e. Kentucky State Leader). For donations to Area Teams, make your check payable to the name of the Area Team.

**ALL TITHES AND DONATIONS TO REGIONAL DIRECTORS ARE SENT TO THE AGLOW HEADQUARTERS.** Checks are to be made out to Aglow International with the Region name on the memo line.

When sending the whole tithe to Headquarters office, (for HQ and Region combined) make check payable to Aglow International with nothing in the memo line - be sure to include a note as to what amount goes to Headquarters and how much to which Region.

## VIDEOS – JANE TODAY

Are you aware that every Friday Jane has a new short video on YouTube? If not you are missing something really good. Go to YouTube and then to the Aglow Chanel and you will find all of them listed there. Have you thought about using these in your meetings? As a rule they aren't long. You could show it "as your speaker" and then have discussion around it. We encourage you to subscribe to our channel.

Here is a link to get to Jane's videos: [#JaneHansenHoytToday](#)

## YEARLY FINANCIAL REPORTS

- » **The Lighthouse yearly financial report** for each calendar year must be sent to your Area team, State Leader (if you have one) and your Regional Director by January 31<sup>st</sup>. **Lighthouses do not send reports to Aglow Headquarters.**
- » **(States with State Leaders are:** Florida, Idaho, Indiana, Kentucky, Michigan and Ohio)
- » **Area Teams** send a **yearly financial report** for each calendar year by January 31<sup>st</sup>, after the close of the year. Please send **this report** to [AnnaGibbons@aglow.org](mailto:AnnaGibbons@aglow.org) and [LindaJones@aglow.org](mailto:LindaJones@aglow.org), your Regional Director and your State Leader.
- » **Area Teams** must also send a **Cumulative Report of their Lighthouses** to Anna by February 15<sup>th</sup>. Forms are available in MyAglow, or from [DruciAllen@aglow.org](mailto:DruciAllen@aglow.org)

**Thank you so much to those of you who have gotten your reports in for 2021 – if you have not done so please work to get it in!**

### **In closing:**

By now your cup of tea is either cold or empty and you are tired of sitting and reading. Thank you for hanging in to the end. I love each opportunity I have to connect with you – even if it is over this tedious annual letter. My heart bursts with pride as I think of all that is accomplished each year by you, Aglow's boots on the ground. What a difference you are making in your communities, your states, and our nation.

I encourage you to file this letter where you can find it. Make sure your team members have a copy as well.

With honor and love,



*Linda*

[linda.jones@aglow.org](mailto:linda.jones@aglow.org)