

November 7, 2023

TO: Matt Torrence, Los Posadas 4-H Camp, Inc.

FROM: Andrea Ambrose
Director of Advancement, UC Agriculture & Natural Resources
apambrose@ucanr.edu

As per our discussion last year, the Las Posadas 4-H Camp, Inc. is currently designated as an inactive support group of the University of California. The letter regarding your inactive status (see attached) details what will be expected for you to maintain this status while you determine the future of your organization. This is viewed as a short-term designation, so it is important to let us know your plans to resume normal activity.

While you can pause the usual renewal documentation required of an active support group, the University requires that: 1) you and your Board keep your 501(c)(3) designation in good standing (through your various obligations to the state and the IRS); your Board and other necessary insurance are current; and you don't close your bank account(s). Please confirm that your group is compliant with these requirements. I also would appreciate it if you will fill out the annual online survey so that we can ensure that we have your most current information. You can ignore most of the questions – just answer those that are pertinent.

I have attached the University Support Group Guidelines for your reference – please share these with your board as a reminder of what support group compliance requires. Finally, please update us as to the status of your organization. We will view your inactive status on annual basis to determine if it is appropriate based on the Camp's current situation.

You can find the online [survey here](#). Thank you for taking the time to provide updates regarding the Las Posadas Camp. Please submit this information no later than **Friday, December 8, 2023**. Feel free to reach out if you have questions about the process or other updates you wish to share. My email address is listed above.