



**NATIONAL MODEL RAILROAD ASSOCIATION, INC.  
100% Club Application**

Club/Organization Name: \_\_\_\_\_

Club Street Address: \_\_\_\_\_

Club Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: CAN / USA (not available elsewhere)

NMRA Region: \_\_\_\_\_

Web page address: \_\_\_\_\_

Facebook address: \_\_\_\_\_

Club's E-Mail address, if any: \_\_\_\_\_

Is this club incorporated? Yes/No If yes, what type? \_\_\_\_\_. In what State? \_\_\_\_\_

Is this club a not-for-profit organization? Yes/No If yes, what type? \_\_\_\_

Does this organization have any organizing documents (bylaws)? Yes/No

(If yes, please enclose a copy for file.)

Is the club applying for liability insurance? Yes / No

**Contact Information:**

**Club Primary Contact Person:**

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: CAN - USA

Postal Code: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Not a club email address)

**Secondary Contact Person:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: CA --- USA

Postal Code: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (can be a general club email address if it is checked regularly)



## Qualifications for 100% Club

1. Please mail all forms to [nmracao@nmra.org](mailto:nmracao@nmra.org)
2. Minimum club membership is four (4) members.
3. All members of the model railroad club applying must be current members in good standing of the National Model Railroad Association, and be current for a minimum of 30 days after the date of the application submittal.
4. NMRA 100% Club status is valid during one calendar year.
5. 100% Club status must be renewed annually, beginning in early November for the following calendar year (see application and instructions section).
6. The *NMRA Magazine* Editor will be updated by the 100% NMRA Club Program Manager so that recognition can be made in the next available issue of the *NMRA Magazine*. The NMRA 100% Clubs web page will be updated as well.
7. Each approved 100% Club is also eligible to participate in the NMRA Liability/Fire Insurance program for the same year (Only applies to 100% Clubs in the USA and Canada). To apply for this, each club must also submit a completed *NMRA insurance form* with their NMRA 100% application. This is available on the NMRA 100% Clubs web page (see application and instructions section). Once a Club is approved the insurance application is submitted to the insurance carrier and a certificate of insurance is mailed to the applying club's primary contact person's street address.
8. NMRA 100% Club insurance is only valid when all club members are current NMRA members and is only available in the USA and Canada. As such it is the responsibility of each club to ensure all participants' NMRA membership is maintained at all times throughout the year. *Keep in mind that expiration dates for individual members may vary within your organization throughout the year and it is the individual organization's responsibility to keep it maintained.*
9. The annual administrative fee for insurance coverage in the USA and Canada is \$50 USD and shall be submitted at the time of application. Insurance runs concurrent with NMRA 100% status for the calendar year. There is no prorating.
10. Clubs are cautioned to not maintain duplicate membership lists. Misrepresentation of club membership rolls can result in cancellation of insurance, possible prosecution for fraud, and individual personal liability for all club members and officers.

### **Submittal of the following items required:**

- a) A fully completed NMRA 100% application.
- b) A roster of all club members with NMRA membership numbers and expiration date, noting on the roster one of the following: the current club officers, or, the identity of the primary *and* secondary contact persons.
- c) A current copy of the club's bylaws or other organizing documents (if any). Be sure to note on your application your club's nonprofit status. (If this is a renewal, only submit if it has been revised since last submission.)

### **Club Management Requirements**

**It is the club's responsibility to ensure all of its members are members of the NMRA (all year long, not just at club insurance renewal time). If the club lists as members those whose NMRA membership has lapsed, the insurance will be invalid and the liability will fall to the club and its members and officers! Club membership chairs must notify NMRA HQ in writing to remove former or deceased members.**

