



W1 QSL BUREAU

WWW.W1QSL.ORG



Organization Overview

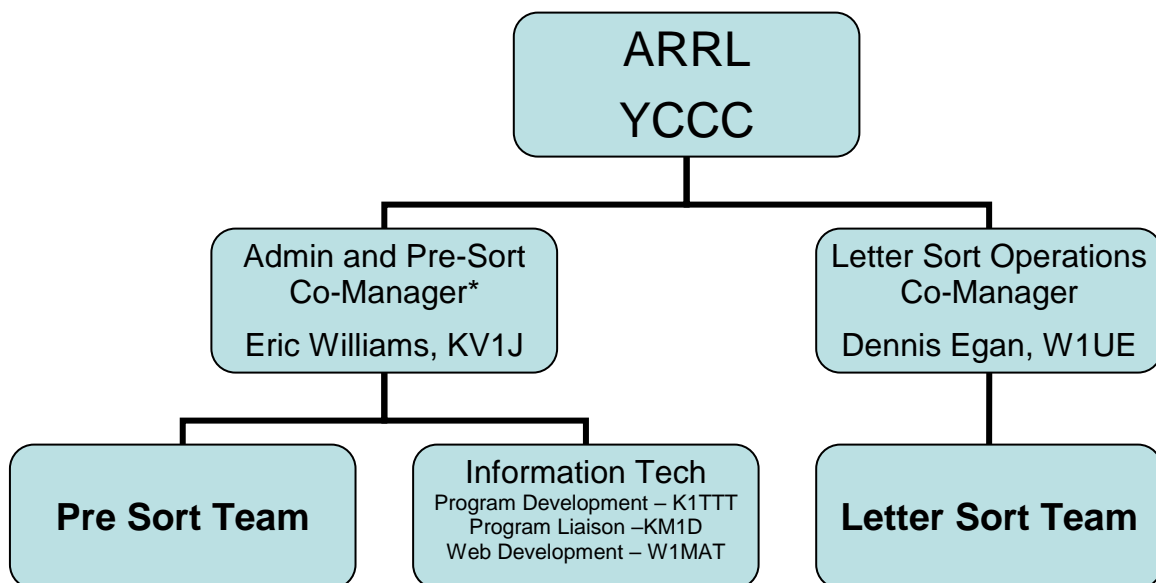
Procedure Number:	AD-01	Owner:	Eric Williams KV1J
Revision:	12-Dec-2022		

Introduction

The W1 QSL Bureau operates under the direction of the American Radio Relay League (ARRL). The ARRL sets the overall rules for the operation, consistent with the other district bureaus in the U.S. The ARRL provides funding for certain overhead expenses of the operation. The Yankee Clipper Contest Club is the sponsoring regional club. The W1 QSL Bureau does not make a profit. Funds received from the Amateur Radio users are used to handle QSL cards and for the cost of postage to send the QSL cards to those users.

The two Co-Managers of the W1 QSL Bureau share responsibility for the operation of the bureau with their focus of activity shown in the chart below. Procedure documents describe each of the operational areas; Letter Sort, Pre Sort, and Administration. Both Co-Managers are signatory to the W1 QSL Bureau's bank account. An internet based file sharing service is utilized to ensure all critical files are accessible by both Co-Managers.

All members of the organization are volunteers and are not compensated for their time. Certain operational expenses may be reimbursed based on the guidelines set by the ARRL.



. * Operations Manager, Treasurer

W1 QSL Bureau, Inc.

During 2022 the W1 QSL Bureau formally organized as a Commonwealth of Massachusetts Not For Profit Corporation. In addition, the organization was granted 501(c)3 tax exempt status by the IRS. The By-Laws of the Corporation describe the organization as part of the sponsor club, the Yankee Clipper Contest Club (YCCC). The President and the Vice President of the YCCC also serve as the President and Vice President and as Directors of the W1 QSL Bureau, Inc. The W1 QSL Bureau Operations Manager serves as a Director and as the Treasurer of the W1 QSL Bureau, Inc. The Operations Manager is referred to as the Administration and Pre-Sort Manager in the Bureau operations documentation. The Secretary of the YCCC serves as the Secretary of the W1 QSL Bureau, Inc.

References

[W1 QSL Bureau Web](#)

[Operation Documents](#)

[By-Laws of the W1 QSL Bureau, Inc.](#)

Revision History

Revision	Description of Change
27-Feb-2013	Initial revision
12-Dec-2022	Added W1 QSL Bureau, Inc.