



All of the following criteria have been met by 4-H members and leaders of our group. We request that a 4-H Charter be issued designating an official 4-H club or group.

- _____ Five or more youth members, from three or more families
- _____ Two or more fully screened adult volunteer leaders
- _____ An initial place of operation (for at least 3 months in advance)
- _____ Democratically elected youth officers
- _____ Each member enrolled in at least one 4-H project experience
- _____ An official club or group name
- _____ Constitution and Bylaws on file in the Extension office

4-H club or group name desired: _____

Extension Unit in which club or group is located: _____

President: _____ Date: _____

Leader: _____ Date: _____

Approved by:
Local Extension Agent: _____ Date: _____

Mailing Address of Extension Unit: _____

Submitting this form:

1. Club or group representatives complete this application and submit to the Local Extension agent.
2. Agent will sign and remit to the State 4-H Office by email kansas4h@ksu.edu or by mail:
Kansas 4-H Youth Development, 1612 Claflin Rd., 201 Umberger Hall, Manhattan, KS 66506.

Once complete, the State 4-H Office will mail the charter certificate to the Local Extension agent. It is recommended to make a copy to keep on file in the Extension office. The Agent will see that an appropriate charter presentation is made to group members and leaders.

For State 4-H Office use only

Date received _____

Date entered _____

Instructions on Obtaining an EIN for your Chartered 4-H Club or Group

If a 4-H club or group plans to manage funds, a [SS-4 Form](#) must be completed by the local Extension agent to obtain an EIN.

Here is an [example of a completed SS-4 Form](#) to assist with completion. This form should be faxed or mailed to the IRS.

Fax Instructions	Mailing Instructions
Fax to the IRS: (855) 641-6935	Mail to: International Revenue Service Attn: EIN Operation Cincinnati, OH 45999
Be sure to include your return fax number	Be sure to include your return address
<i>You should receive your EIN number by fax in about one week. If you forget to include your return fax number it may take two weeks.</i>	<i>You should receive your EIN number by mail within four to five weeks.</i>

Once you receive your EIN number, file an [8821 Form](#) with the State 4-H Office to kansas4h@ksu.edu. Here is an [example of a completed 8821 Form](#) to assist with completion.

Tax Exemption Letters

As a special service, the State 4-H Office will issue a club "tax exemption letter" to local Extension offices who make this request. This letter describes entity exemption from Federal income tax and cites applicable IRS sections pertaining to contributions and income exclusion. Most organizations will accept the letter as the substantiation they need.

Lost or Misplaced EIN Numbers

If you have an EIN number but have misplaced it, you may ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800-829-4933. The hours of operation are 7am – 7pm, local time, Monday through Friday.