



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

- 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 Name desired: _____

Please check one:

4-H Community Club 4-H Project Club (specify project) _____

Extension Unit in which club or group is located: _____

President: _____ Date: _____

Leader: _____ Date: _____

Approved by: Local Extension Agent/Staff _____ Date: _____

Mailing Address of Extension Unit:

Submitting this form:

1. Club Leaders complete this application and submit it to the Local Extension staff.
2. Agent/Staff 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.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service
K-State Research and Extension is an equal opportunity provider and employer. 7/2024

For State 4-H Office use only
Date received _____
Date entered _____

4-H CLUB CHARTER POLICY - Kansas 4-H Policy 7:2

<https://www.kansas4-h.org/resources/policy-guide/Kansas%204-H%20Policy%20Handbook%202023.pdf>

Every 4-H Organized 4-H Club (community clubs and project clubs) must apply for and receive a charter from the State Office of 4-H Youth Development, Kansas State University, through the local extension office. Through a charter, these organized 4-H clubs are officially recognized and are granted authorization to use the 4-H name and emblem according to the guidelines set forth by the United States Department of Agriculture (USDA).

The Kansas State Office of 4-H Youth Development at Kansas State University maintains documentation on the issuance of charters to 4-H clubs and notifies the Division of Youth and 4-H at USDA. The decision whether or not to charter a potential club is at the discretion of the State 4-H Program Leader and will not be reviewed by the Division of Youth and 4-H at USDA.

The charter is a symbol of recognition as a 4-H club that subscribes to the Kansas 4-H Youth Development policies (i.e., member Code of Conduct, volunteer Code of Conduct, financial reviews, etc.). The charter is authorization for volunteers and participants associated with that 4-H club to use the 4-H name and emblem within the federal guidelines.

The possession of a charter does not constitute authorization as a 4-H unit if such is rescinded by the director of K-State Research and Extension, a designee, or the local board. The authorizing entity retains the right to revoke 4-H Name and Emblem authorization at any time.

4-H charters do not qualify a 4-H club as a legal entity according to state government or business policies and definitions. Moreover, 4-H charters do not allow a recognized 4-H club to share their rights and privileges, like the use of the 4-H Name and Emblem, with any other person, group, or business.

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

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

The local Extension Office address will be used for the 4-H Club address and copies of all paperwork should be kept in a club file at the office.

Here is an example of a [completed IRS 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
You should receive your EIN number by fax in about one week.	You should receive your EIN number by mail within four to five weeks.

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

If you have an EIN 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. 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 You should receive your EIN by fax in about one week. If you forget to include your return fax number, it may take two weeks. You should receive your EIN by mail within four to five weeks.