

INSTRUCTIONS FOR FILLING OUT 4-H ARTICLES OF ORGANIZATION:

Article 1:

Organization Name: Make sure the 4-H organization has the same name that was provided to the IRS when you requested an EIN when the EIN was requested. If the 4-H organization chooses to change its name, the 4-H organization needs to fill out new Articles of Organization and request a new EIN.

- A. County Name.** This should always be the county whose 4-H Youth Development Educator provides oversight to the 4-H Club or 4-H Group.
- B. 4-H Youth Development Educator.** Going forward, UW-Extension expects 4-H Youth Development Educators to be able to act on behalf of the 4-H clubs and groups they oversee. Because each club is considered to be a separate legal entity distinct from UW-Extension, Educators are not signing this form on behalf of UW-Extension, but on behalf of the individual 4-H organization.

This allows the Educator to take action and sign documents on behalf of the individual 4-H organization, **but NOT on behalf of UW-Extension**. The main reason for requesting the signature of the Educator is that this authorizes Educators to file Form 990s on behalf of individual 4-H organizations and determines 4-H Club and 4-H Group oversight.

Educators should remember that they are NOT being given signature authority from UW-Extension, but rather, by signing this document, they will receive signature authority from the individual 4-H organization.

When Educators are planning to transition out of their positions, they must complete and sign the [Transfer of Appointment as Agent](#) form. This same form is then completed and signed by the incoming Educator. Attached to that form should be a print out of the spreadsheet of all 4-H organizations in the County, which should be labeled as *Appendix A*. This is due to the 4-H Youth Development Program Director with one month of the start date of the new 4-H Youth Development Educator.

- C. County UW-Extension Office.** Going forward, all Wisconsin 4-H organizations will have the mailing and business address as the county UW-Extension office, to simplify tax and other types of compliance issues.

Article 9: Organizers:

Since this is a legal document, it must be signed by those with the legal capacity to sign documents, i.e., those who are 18 or older. This means that any individuals under 18 who sign these documents should also have a countersignature from their parent or legal guardian. The third signature field is optional, if there is another volunteer organizer who is also responsible for the activities of the 4-H organization.