

**University of Idaho 4-H Name & Emblem Use Request Summary Form**

*{For use by Idaho 4-H affiliates & councils only. Clubs must use the “4-H Club Charter Request Packet”}*

*To be completed by 4-H Affiliate/Council Representative:*

**Affiliate/Council Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**County**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **What is this group’s EIN #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Group**: *(check one)* \_\_\_ Affiliate, \_\_\_ Council, \_\_\_ Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe what this group will be doing (purpose): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has this group previously been granted authorization for use of the 4-H name & emblem?** \_\_ Yes / \_\_ No

*I have read the 4-H Name and Emblem User Guide (* [*https://nifa.usda.gov/sites/default/files/resource/fy-2019-4-h-name-emblem-use-guide-20191108.pdf*](https://nifa.usda.gov/sites/default/files/resource/fy-2019-4-h-name-emblem-use-guide-20191108.pdf) *) and attest that we will insure proper use of the 4-H Name and Emblem in accordance with Federal regulation. Furthermore, we will operate in compliance with all federal, state and local 4-H policies, procedures and other requirements.*

**Representative submitting request**: Name: (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Copies of these documents* ***must*** *be submitted with this request form:*

 \_\_ Completed 4-H Name & Emblem Use Request Authorization between 4-H and Prospective Affiliate/Council

 \_\_ IRS Employer Identification Number (EIN) documentation

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*If seeking 501(c)3 status under the University of Idaho GEN, then these documents* ***must*** *also be included:*

 \_\_ University of Idaho Affiliation Agreement

 \_\_ University of Idaho Articles of Affiliation

 \_\_ University of Idaho Authorization to Include Affiliate/Council for Group Exemption

I have reviewed the required documentation attached to this request form. Furthermore, based on the acknowledgement and purpose(s) set forth above, this group is authorized to use the 4-H Name and Emblem in connection with its program and activities and is considered an official 4-H unit of the University of Idaho Extension 4-H Youth Development Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(County 4-H Youth Development Personnel) (Date)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(State 4-H Director) (Date)*

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Scan all documents into one file & email that file to:

 fourh@uidaho.edu

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| **State Office Use Only** |  |  |
| **Required/Optional Materials** | **Processed at the State Office** | **Date Completed** |
| \_\_ Completed/signed Authorization Agreement\_\_ EIN Number ***{required}***\_\_ Affiliation Agreement \_\_ Articles of Association\_\_ Authorization … Group Exemption | \_\_ Signed Agreement sent to County \_\_ Group Tax Exempt Forms processed *(if applicable)* | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Revised 1/22)

**4-H Name and Emblem Use Authorization between**

**University of Idaho Extension 4-H Youth Development and**

**Prospective 4-H Affiliates/Councils**

**Purpose**

This 4-H Name and Emblem Use Authorization establishes the guidelines for collaboration between University of Idaho Extension – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County 4-H Youth Development and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Affiliate/Council name). The purpose of this document is to define the roles, relationships and obligations of both parties including the use of the 4-H Name and Emblem which is a Federal mark, protected by 18 U.S.C. 707. The primary consideration for granting authorization to use the 4-H Name and Emblem is for educational and character-building purposes of the 4-H program to serve the educational needs and interests of 4-H youth.

**4-H Youth Development Mission and Vision:**

University of Idaho 4-H Youth Development empowers youth to reach their full potential through working and learning in partnership with caring adults. Its vision is being a leader in developing Idaho’s youth to become responsible, productive citizens, meeting the changing needs of a diverse society.

**Roles and Responsibilities**

**Joint Responsibility:**

University of Idaho Extension – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County 4-H Youth Development and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Affiliate/Council name) hereby mutually agree to work together to:

1. Provide open communication and leadership to achieve the mission and vision set forth above.
2. Use the 4-H Name and Emblem in accordance with federal law, regulations and guidelines.

**University of Idaho Extension – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County 4-H Youth Development agrees to provide:**

1. Permission to use the 4-H Name and Emblem in accordance with federal law, regulations and guidelines.
2. Leadership/support for delivery of 4-H Youth Development programs, volunteer management and administration of policies/guidelines.
3. Enforcement of land grant university Equal Employment Opportunity (EEO) and Civil Rights policies.
4. An opportunity for tax-exempt status as a subordinate affiliate under the University of Idaho General Exemption Number with the IRS.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Affiliate/Council name) agrees to:**

1. Proper use of the 4-H Name and Emblem in accordance with federal law, regulations and guidelines.
2. Strictly adhere to University of Idaho Extension 4-H Youth Development policies and procedures, plus existing supplemental county policies.
3. Provide annual financial reporting to University of Idaho Extension – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County 4-H Youth Development personnel for any funds derived from and/or in support of 4-H (including annual financial summaries, audit certifications and ending bank statements) no later than November 1st.
4. Maintain their Taxpayer Identification Number (EIN/TIN) and complete annual IRS filings, as needed.
5. Secure prior approval for all fund-raising activities, marketing, and communication pieces utilizing the 4-H Name and/or Emblem.
6. Support 4-H and Extension professionals in creating/conducting/evaluating positive youth development experiences for County youth.
7. Provide advice on 4-H program needs, directions and management to insure a balanced 4-H program is available for all eligible 4-H youth.
8. Encourage volunteer staff development, including recruitment, orientation and recognition.
9. Help insure that all 4-H educational programs and opportunities are conducted on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability, Vietnam-era veteran status and other standards as set forth in EEO/Civil Rights policies.
10. Positively provide/assist to enhance program visibility and marketing.
11. Upon dissolution, agrees that any assets acquired in the name of 4-H will be distributed to another Extension-approved tax-exempt organization for the benefit of 4-H youth programs.

**Tax-exempt Status** *(Affiliates or Councils must check either* ***Yes*** *or* ***No*** *below)*

\_\_ Yes, \_\_ No Are you seeking 501(c)3 tax exemption, under the University of Idaho GEN (General Exemption

 Number)?

If yes, a copy of the following signed documents must be attached:

* *University of Idaho Affiliation Agreement*
* *University of Idaho Articles of Affiliation*
* *University of Idaho Authorization to Include Club for Group Exemption*

**Meetings and Reporting**

To accomplish these objectives, partners will meet/confer at least once a year for the purpose of program planning and monitoring, evaluating outcomes, and to review and ensure that each entity is in compliance with this 4-H Name and Emblem Use Authorization agreement.

**Duration**

This authorization will commence as of the date the last authorized individual signs this agreement, and shall remain in effect unless terminated or amended as described below.

**Termination or Amendments**

This authorization can be amended through mutual agreement of all parties and evidenced in writing and signed by the authorized individual(s) for each party. This agreement may be terminated by either party with 30 days written notification. *{Exception: The Director of Extension or State 4-H Director can immediately terminate authorization to use the 4-H Name and Emblem at any time for just cause.}*

**Authorized Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Date

University of Idaho Extension 4-H Youth representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ representative

(Affiliate/Council name)

Name & Emblem Use Authorization for 4-H Affiliates/Councils (July 2018)

ARTICLES OF AFFILIATION

[NAME OF AFFILIATE or COUNCIL]

The undersigned, a majority of whom are citizens of the United States, desiring to form an Affiliation to carry on the not-for-profit activities and business of [name of affiliate or council] under the laws of the state of Idaho, do hereby certify:

First: The name of the Affiliate shall be [name of affiliate or council.]

Second: The place in this state where the principal office of the Affiliate is to be located is the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_ County.

Third: The Affiliate is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Fourth: The name[s] and address[es] of the person[s] who [is/are] the leader[s] of the Affiliate [is/are]:

[list name(s) and addresses of affiliate or council leader(s)]

Fifth: No part of the net earnings of the Affiliate shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Affiliate shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the Affiliate shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Affiliate shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Affiliate shall not carry on any other activities not permitted to be carried on (a) by a Affiliate exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a Affiliate, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Notwithstanding any other provision of these articles, this Affiliate shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Affiliation.

Sixth: Upon the dissolution of the Affiliation, assets (including all funds) shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Consistent with this requirement, assets and funds of the Affiliate should be distributed for the benefit of 4-H. Disbursement among the members and/or leaders of the Affiliate/Council is not acceptable, nor is transfer of the assets or funds to a non-4-H group. Appropriate options include: donate to County 4-H council; donate to District 4-H council; donate to Idaho Friends of 4-H. Any assets or funds not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Affiliate is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this day of , 20\_\_\_.

 , [title]

 , [title]

 , [title]

 , [title]

*[Adult leader(s) must sign. Delete extra signature blanks.]*

AFFILIATION AGREEMENT

This Affiliation Agreement (“Agreement”) is made and entered into by and between [name of affiliate or council as stated in Articles of Affiliation], located in [city and county], Idaho, (“Affiliate/Council”), and the Regents of the University of Idaho, a public corporation, educational institution, and a body politic and corporate organized and existing under the Constitution and laws of the state of Idaho ("University"), through University of Idaho Extension.

Recitals:

* 1. University is a land grant institution responsible for developing and implementing Cooperative Extension System programs in Idaho. It conducts 4-H Youth Development Programs through the University of Idaho Extension.
	2. An Affiliate/Council is a group that has meet the criteria necessary to be granted authorization for use of the 4-H Name and Emblem within Idaho, and have a valid signed authorization currently in effect through its local extension office in [county] County.
	3. The Affiliate/Council desires to be affiliated with University and to operate as a recognized subordinate organization under University’s group exemption for tax purposes (“GEN”).

In consideration of the following commitments and undertakings, the parties agree as follows:

1. University shall recognize and accept Affiliate/Council as a subordinate organization under University’s GEN.
2. Affiliate/Council shall be subject to University’s general supervision and control, and shall comply with and conduct its business according to the University of Idaho Extension 4-H Youth Development Policies and Procedures as now written or as they may hereafter be amended.
3. Affiliate/Council shall limit its purpose and activities to those charitable, educational, and scientific purposes recognized as exempt under § 501(c)(3) of the Internal Revenue Code, shall not engage in activities that attempt to influence legislation, participate or intervene in a political campaign, or otherwise engage in activities that do not further its exempt purposes, and shall dedicate its assets to tax exempt purposes upon dissolution.
4. Affiliate/Council shall provide University with a copy of its organizational document, promptly advise University of any changes in Affiliate/Council name or address, timely provide University with such financial reports as may be required for tax reporting or other purposes, and otherwise cooperate with University to maintain Affiliate’s/Council’s status as a qualified subordinate organization under University’s GEN.

The individuals executing this Agreement below certify that they have authority to sign the Agreement on behalf of their respective entities, and that the parties consent to be bound by the terms and conditions of the Agreement.

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| **[Name of affiliate or council]** | **Board of Regents of the University of Idaho** |
| By: Name: Title: Date:  | By: Name: Brian FoisyTitle: Vice President for Finance and Administration Date:  |
|  | **4-H Youth Development Programs, State Office:** |
|  | By: Name: James LindstromTitle: Director, 4-H Youth Development ProgramsDate:  |

**Authorization to Include 4-H Affiliate or Council In Application for Group Exemption**

[Name of affiliate or council], by its duly authorized officer, authorizes the University of Idaho, through its Director of Cooperative Extension Service or other authorized agent, to include the Affiliate/Council in the University of Idaho’s Application for Group Exemption Letter under Rev. Proc. 80-27.

The undersigned affirms, on behalf of the Affiliate/Council, that the Affiliate/Council will engage only in such activities that qualify it for exemption as an educational organization under Section 501(c)(3) of the Internal Revenue Code, and that it will abide by its agreement and the University of Idaho Extension 4-H Youth Development Policies and Procedures, as they now exist or may hereafter be amended.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (xx-xxxxx)

 Affiliate or Council EIN #

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Authorized Officer and Title (type or print)

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 Signature Date

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