

# New Hampshire 4-H



## Club Finance Policy & Guidelines

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# Authorization to Raise Funds

## **New Hampshire 4-H Leaders Association**

The New Hampshire 4-H Leaders Association is the entity that is authorizing fundraising for NH 4-H Clubs and Affiliates.

The Association was incorporated as a New Hampshire voluntary corporation on June 7, 2012, to serve as a central organization by supporting, exercising supervision, and controlling all 4-H clubs, affiliates, and 4-H programming in the State and providing a tax exemption for all 4-H clubs and affiliates in the state.

The local clubs and affiliates (4-H Leaders Groups, 4-H County Foundations) that comprise the 4-H programming within the State of New Hampshire are considered subordinates to the New Hampshire 4-H Leaders Association and renew certification with the association each year. The principal purposes of the subordinates are to promote positive youth development, facilitate learning and engage youth in the work of their community, and to foster educational opportunities within the club, county, and state.

The Board of Directors consists of one representative from each county, three staff appointments by the Dean and Director of UNH Cooperative Extension, and a representative of the 4-H Foundation of New Hampshire.



# Authorization to Raise Funds

## Purpose and Mission of Club Fundraising

The 4-H club is organized exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code. The club provides positive experiences for all youth to develop their potential as caring and contributing members of an ever-changing world by creating and fostering youth leadership, citizenship, and life skills. Education is also a primary purpose focusing on the mastery of knowledge, skills, and core competencies. The club will follow all policies and guidelines of the NH 4-H youth development program.

The club will practice good financial procedures under the direction and supervision of the County 4-H Office staff and will submit annual financial reports to the County 4-H Program Manager.

All fundraising efforts using the 4-H Name and Emblem shall be conducted in accordance with the terms and conditions of the NH 4-H Club Finance Policy and Guidelines and shall be subject to the prior approval of the County 4-H Office staff.



# Raising Funds

## Purpose of Raising Funds

The 4-H Youth Development Program is a non-profit educational organization. Funds raised using the 4-H name and emblem can only support the club's educational components. Monies raised must support supplies or cover expenses incurred in running an active NH 4-H Club. A club should only be raising funds to support yearly activities unless they are fundraising for a specific long-term goal or program approved by the local County 4-H Program Manager.

Appropriate handling of funds is a skill taught through the 4-H Youth Development program. The club treasurer will be taught and mentored by a 4-H Volunteer on managing a bank account, writing checks, and recording income and expenses. They will also give a club report of funds at club business meetings. The treasurer oversees the budget, which the club and its officers predetermine Club Treasurer book.

**The 4-H name and emblem cannot be used to raise money for other groups or individual member projects.** For instance, if a club wants to donate to the Cancer Society, it must state in its fundraising publicity, “The dollars raised in this project are for a donation to the Cancer Society.”

Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H purposes. Failure to submit the financial club or affiliate report annually (*Appendix I*) could result in a loss of approval to use the 4-H name and emblem and a loss of the Club’s tax-exempt status. Submission of all financial information described below enables the County 4-H Staff to file the electronic 990 tax return for the club. If the club raised more than \$50,000 in a year, it must prepare and file its own 990 tax return to the IRS and provide a copy to the County 4-H Office within thirty (30) days of filing.

# Raising Funds

## Becoming Authorized to Raise Funds

To become authorized to raise funds in the name of 4-H and the use of the emblem in the State of New Hampshire. The club or affiliate must become an unincorporated association affiliated with the New Hampshire 4-H Association, INC. a New Hampshire voluntary corporation and recognized Section 501(c)(3) tax-exempt organization (the “NH 4-H Leaders Association”). When raising funds using the 4-H name or emblem for educational supplies and activities, clubs or affiliates must obtain an authorized Employer’s Identification Number (EIN) from the NH 4-H Leaders Association.

## Steps to obtaining an EIN:

1. Become a chartered 4-H Club (See 4-H Handbook) or approved affiliate.
2. Complete and submit to the 4-H County Office 4-H Club Bylaws (*Appendix II*).
3. Submit any operating procedures to the County 4-H Office (*Appendix III*).
4. The county office will submit your information to the state office for review and acquire a club EIN through the IRS authorized under the Association’s General Number.
5. Once the club receives the EIN, they can open a bank account using the club EIN.
6. A Club or Affiliate must complete a fundraising form before each fundraising activity (*Appendix IV*).
7. Each year, the club must submit financial and continuation reports and end-of-year bank statements to the County 4-H Office so the staff may file the IRS 990-N electronic form.



# Club Dues and Fees

## Authorization and Responsibility

4-H Clubs are permitted to gather membership dues and fees to support club expenses and educational initiatives. All expenditures need to be sanctioned and voted on by club members. Creating an annual budget outlining both income and expenses is crucial and should be approved by the 4-H club membership. This process aims to impart responsible financial management skills to 4-H members. Budget development is a collaborative effort involving the 4-H Club treasurer and committee members.

## Financial Regulations for Larger Funds

Should the total collected dues and fees surpass \$500 annually, it is **mandatory** to acquire an EIN (Employer Identification Number) and establish a bank account. Detailed guidance on obtaining an EIN can be found in the *"Becoming Authorized to Raise Funds"* section of the Club Finance Policy & Guidelines.

## Annual Reporting Requirements

Clubs collecting dues and fees must submit a yearly financial and continuation report to the 4-H County Program Manager.



# Guidelines for Fundraising & Grants

***If the club raised more than \$50,000 in a year, it must prepare and file its own 990 tax return to the IRS and provide a copy to the 4-H County Office within thirty (30) days of filing.***

## Fundraising

- Any fundraising using the 4-H name or emblem must have the approval of the County or State 4-H Office using the Fundraising Approval Form (*Appendix IV*).
- Individual member projects or activities cannot use the 4-H name or emblem for fundraising purposes.
- Any 4-H name or emblem use is forbidden if it exploits the 4-H Program.
- Fundraising purposes must be made clear or defined to support educational programs and activities.
- Fundraising using online services (ex. GoFundMe) must be approved by the County or State 4-H Office.

## Grants

- Grants of \$5,000 or more must submit a Grant Intent to Apply Form (*Appendix V*) to the State 4-H Office. Failure to submit an intent to apply will not receive approval.
- All grant proposals must be submitted to the NH 4-H Leaders Association State Representative located in the State 4-H Office two (2) weeks before the due date for review and approval.
- The NH 4-H Leader Association State Representative located in the State 4-H Office must pre-approve Community Partner grants of subgrantees (clubs or affiliates), and an MOU must be provided for approval.
- Club & Affiliate grant requests should be for educational supplies and curriculum. Any other request for funds (consultants, personnel, buildings, etc.) must be reviewed and approved by the NH 4-H Leaders Association State Representative located at the State 4-H Office before submission.



# Removal or Discontinuation of Approval

*As the authorizing entity, the New Hampshire 4-H Leaders Association may remove club or affiliate approval to use the 4-H Name, Emblem, and Tax-Exempt status.*

## Removal

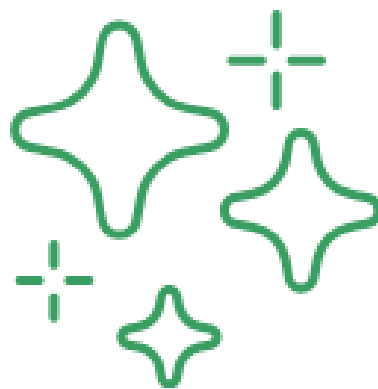
The removal of the authorized use of the 4-H Name and Emblem can be due to the following incidents:

- Failure to submit an annual financial report.
- Failure to maintain an active and officially chartered club.
- Inappropriate use of funds or record keeping.
- Inappropriate use of the 4-H Name or Emblem while fundraising.
- No screened 4-H Volunteer Leaders associated with the club or affiliate.

## Discontinuation

If a club or affiliate disbands or discontinues fundraising, that club or affiliate must:

- Pay all debts and obligations of the club.
- The remaining club members and leadership should vote on and record with meeting minutes the final distribution of funds. The remaining funds or property must be distributed to an affiliated 4-H organization within the NH 4-H Leaders Association or the 4-H Foundation of New Hampshire.
- Submit a final financial report along with a record of the closed bank account and any meeting minutes that discuss the final distribution of funds.
- The County 4-H Office will disband the EIN number through IRS filing.



# Appendix

***Annual Renewal of 4-H Clubs: With bank accounts***  
**NEW HAMPSHIRE 4-H ASSOCIATION**  
**Financial and Continuation Report**  
**Due to UNH Cooperative Extension County Office no later than March 15<sup>th</sup>**  
**All year end bank statements to be included.**

This Annual Renewal is completed by all NH 4-H clubs who have completed the current program year and plan to continue as part of the New Hampshire 4-H Association.

1. Name of the 4-H Club: \_\_\_\_\_
2. Club IRS Employer Identification Number (Federal Tax ID#): \_\_\_\_\_
3. County: \_\_\_\_\_
4. Name of Primary 4-H Club Adult Contact: \_\_\_\_\_
5. E-mail: \_\_\_\_\_
6. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
7. Officers: (Please complete those applicable to your 4-H Club.)  
 President: \_\_\_\_\_  
 Vice President: \_\_\_\_\_  
 Secretary: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_
8. Every 4-H Club must have By-laws and operate in compliance with the New Hampshire Cooperative Extension 4-H Policy Manual.
  - a. Does the 4-H Club have By-laws? \_\_\_ Yes \_\_\_ No
  - b. Attach copy of the minutes of the meeting approving/documenting the amending of the by-laws.

**ANNUAL FINANCIAL REPORT- January 1<sup>st</sup>-December 31<sup>st</sup>**

Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H purposes. Failure to annually submit this financial report could result in loss of approval to use the 4-H name and emblem and loss of the Club's tax-exempt status. Submission of all financial information described below enables the Cooperative Extension County Office to file the electronic 990 tax return for the club. If the club raised more than \$50,000 in a year, then the Club must prepare and file its own 990 tax return to the IRS and provide a copy to the Cooperative Extension County Office within thirty (30) days of filing.

**Financial Information:** Please complete the following information based on a December 31<sup>st</sup> year-end.

January 1, 201__ beginning balances:	December 31 <sup>st</sup> ending balances
Check Book: _____	Check Book: _____
Savings Account: _____	Savings Account: _____
Cash: _____	Cash: _____

(Petty cash not an approved method of managing funds.)

**Authorization** – Names of people authorized on any accounts. It is strongly recommended that each account have two (2) or three (3) unrelated people authorized on all accounts.

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

Please complete the following information based on a December 31<sup>st</sup> year-end.

(Example categories, you may add others if appropriate.)

<b>Income</b>	<b>Jan 1<sup>st</sup> – Dec. 31, 201__</b>
Total Income Received from Fundraising Activities- add all your activities together	\$
Dues from Members	\$
Donations	\$
Interest Income	\$
Other Income (example - Club fair premium check)	\$
<b>Total Funds Received</b>	<b>\$</b>
<b>Expenses</b>	
1. Fund Raising Expenses	\$
2. Educational Supplies	\$
3. Community Service Expenses	\$
4. Recreation	\$
5. Scholarships/Camperships	\$
6. Club Insurance	\$
7. Facility Rental	\$
8.	
9.	
<b>Total Expenses Disbursed</b>	<b>\$</b>
<b>Net Income</b>	<b>\$</b>

**Account Information:**

**Checking Account Information:**

Account Name (exactly as it appears on the bank statement): \_\_\_\_\_

Bank Name and Location: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Savings Account Information:**

Account Name (exactly as it appears on bank statement): \_\_\_\_\_

Bank Name and Location: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Other Account Information (if applicable):**

Account Name (exactly as it appears on the bank statement): \_\_\_\_\_

Bank Name and Location: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Attach a copy of the end-of-year (December 31, 20\_\_ ) bank statement summary for each account.** Your 4-H Club's financial report will be kept on file with the Cooperative Extension County Office and subject to review by the New Hampshire 4-H Association.

## 4-H Club CERTIFICATION

We have reviewed the pertinent records relating to the information and financial accounts, verified the information, and believe, to the best of our knowledge, that the information and balances shown are correct. We further hereby authorize the New Hampshire 4-H Association, Inc. to include this 4-H club in its list of organizations to be included in its group tax exemption.

Signature of 4-H Volunteer Organizational Leader who is 18 years of age or older:	Printed Name of 4-H Volunteer Organizational Leader who is 18 years of age or older:	Date:
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Signature of 4-H Club Treasurer	Printed Name of 4-H Club Treasurer	Date:
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**For Office Use Only:**

### COOPERATIVE EXTENSION COUNTY 4-H YOUTH DEVELOPMENT STAFF CERTIFICATION

County 4-H Youth Development Staff who, by signing below, agrees to the following:

- 1) That the Cooperative Extension County Office Staff listed below has performed oversight of the 4-H Club and county office acts as the official mailing address of the club;
- 2) That this Annual Review has been reviewed and that the 4-H Club and its operations comply with the policies and procedures of the University of New Hampshire Cooperative Extension 4-H Youth Development Program and those of the New Hampshire 4-H Association;
- 3) That the Annual IRS Form 990 tax return has been completed and filed either by the Cooperative Extension County Office or in the case in which gross receipts exceed \$50,000 filed by the 4-H Club (**IRS verification attached**);
- 4) All reporting required to the New Hampshire 4-H Association has been completed;
- 5) The 4-H Club has provided written approval(see above) of its inclusion in the Group Exemption; and
- 6) A letter confirming tax-exempt status has been sent to the 4-H Club.

Signature of County 4-H Staff:	Printed Name:	Date:
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The address of the UNH \_\_\_\_\_ County Extension Office will serve as the mailing and business address for the 4-H Club.

Revised 12/2013; new logo 12/2015

Revised 2/22/2017, logo updated 8/2024

## BYLAWS OF THE

Click or tap here to enter text. **4-H CLUB**

**All club by-laws and articles of operation must follow the guidelines of the New Hampshire 4-H Policy handbook and other state and national 4-H and University of New Hampshire policies.**

### ARTICLE I – NAME, MISSION AND PURPOSE

**Section 1. Name.** The name of this organization shall be the Click or tap here to enter text. 4-H Club (the “Club”). The Club is an unincorporated association affiliated with the New Hampshire 4-H Association, Inc., a New Hampshire voluntary corporation and recognized Section 501(c)(3) tax-exempt organization (the “State Association”).

**Section 2. Places of Business.** The place of business of the club shall be Click or tap here to enter text. County. The club shall report to and be assisted by 4-H Youth Development staff of the Click or tap here to enter text. County Cooperative Extension office of the University of New Hampshire (the “Cooperative Extension County Office”).

**Section 3. Purpose and Mission of the Club.** This club is organized exclusively for charitable, and educational, purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The Club provides positive experiences for all youth to develop their individual potential as caring and contributing members of an ever-changing world by developing and fostering youth leadership, citizenship, and life skills. Education is also a primary purpose focusing on the mastery of knowledge, skills and core competencies. The Club will follow all policies and guidelines of the NH 4-H youth development program.

Section 4. Pledge. The Club pledge shall be:

I pledge...

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service, and

My Health to better living, for

My club, my community, my country, and my world.



**ARTICLE II – AFFILIATION WITH THE STATE ASSOCIATION  
AND USE OF THE 4-H NAME AND EMBLEM**

**Section 1. Tax-exempt.** The Section 501(c)(3) tax-exempt status of the Club is derived from the State Association by means of its inclusion in the Internal Revenue Service (“IRS”) Group Exemption Number (“GEN”) assigned to the State Association. Annual renewal is required to continue affiliation with the State Association.

**Section 2. Use of the 4-H Name and Emblem.** The Club emblem shall be a green four-leaf clover bearing a white “H” on each leaflet (the “4-H Name and Emblem”). A club must be chartered through the state office to use the 4-H Name and Emblem. All uses of the 4-H Name and Emblem shall be subject to the terms and conditions set forth in 4-H National policies.

**ARTICLE III – MEMBERSHIP**

Membership in the Club shall be open to all youth who are between five (5) and eighteen (18) years of age as of January 1<sup>st</sup> of the current program year and membership shall be open to all persons regardless of race, creed, color, religion, national origin, gender, disability, or sexual orientation. The Club shall be supported by a minimum of one (1) adult volunteer who has been screened and pre-approved by University of New Hampshire Cooperative Extension County Office (the “County Extension Office”) staff.

**ARTICLE IV – OPERATIONS**

The Club shall operate in all respects in accordance with the policies, procedures and requirements set forth in the NH 4-H Policy Manual and any operating guidelines specific to the Club which are attached to these Bylaws.

**ARTICLE V – OFFICERS**

**[NOTE: OFFICER TITLES CAN MIRROR EXISTING  
AND UNIQUE LEADERSHIP ROLES]**

The Club will operate with a youth leadership structure. The officers of the Club may include a President, Vice-president, Treasurer, Secretary and Historian/Communications Chair. The officers of the Club shall be elected at the first regular meeting of the current program year. The officers shall hold office for one (1) year or until their successors are elected by the membership. One (1) person may hold more than one (1) office however each individual has only one (1) vote. The Adult Volunteer Leaders shall advise and support the Club leadership team in making decisions for and by the Club and developing the Club’s programs.



## ARTICLE VI – MEETINGS

**Section 1. Meetings.** Meetings of the Club shall be set annually in the Club program plan and provided to all members and the County Extension Office.

**Section 2. Quorum.** The presence of a majority of all of the Club's members, shall constitute a quorum for the transaction of business. In the absence of a quorum business may be discussed and recorded in the minutes but no official voting or final decisions can be made until a quorum is present.

**Section 3. Voting.** At any meeting of members at which a quorum is present-a majority vote is required to pass an item of business.

**Section 4. Participation in Meeting By Electronic Device.** A member may participate in a meeting by means of telephone conference or similar communication equipment enabling all of the members participating in the meeting to hear one another.—The minutes reflect this member was present and is counted to meet a quorum. A vote without a meeting can also be conducted by email and the copies of email votes are recorded in the secretary's book.

## ARTICLE VII – FISCAL YEAR AND FINANCES

**Section 1. General.** The Club will practice good financial procedures under the direction and supervision of the County Extension Office Staff and will submit annual financial reports to the County Extension Office.

**Section 2. Fundraising.** Fundraising efforts using the 4-H Name and Emblem shall be conducted in accordance with the terms and conditions of the NH 4-H Policy Manual and shall be subject to the prior approval of the County Extension Office staff.

**Section 3. Tax Exemption.** As a member of the Association the Club may receive tax-deductible contributions.

**Section 4. Fiscal Year.** The fiscal year of the Club shall be January 1 to December 31 of each year, commencing July 1, 2012.

## ARTICLE VIII - CONFLICT OF INTEREST

A transaction between a 4-H Club Leader, family member of a 4-H member or enrolled volunteers and the 4-H Club itself that exceeds \$500 could be a conflict of interest under New Hampshire law. If such a transaction is being proposed, then the potential conflict of interest shall be disclosed in writing to the 4-H Club Leadership and enrolled volunteers and must be approved by a 2/3rds majority of the 4-H Club members. The interested individual should abstain from voting on the potential transaction. When voting, the 4-H Club should consider whether the potential conflict of interest transaction is in the best interests of the 4-H Club and should determine that the value of the transaction is no more than fair market value. All conflict of interest transactions shall be reported to the County Extension Office as well as support that the procedures set forth in this Article VIII have been followed prior to the occurrence of the transaction.

## ARTICLE IX – AMENDMENT TO THESE BYLAWS



These Bylaws may be amended at any regular meeting of the Club by a two-thirds (2/3rds) majority vote of the quorum, provided that the proposed amendment is submitted in writing with the meeting notice. Any amendments to these Bylaws must be in accordance with the policies of the 4-H Policy Manual and must receive prior approval by the Cooperative Extension County Office. The Secretary shall submit a copy of revised Bylaws to the Cooperative Extension County Office within thirty (30) days of their adoption.

**ARTICLE X – DISSOLUTION**

In the event of the dissolution of the Club, in any manner or for any reason whatsoever, its remaining assets after payment of all debts and obligations of the Club, if any, shall be distributed for one (1) or more exempt purposes to any other 4-H organization affiliated with the State Association or the 4-H Foundation of New Hampshire.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Adult Volunteer Leader



# NH 4-H Club Operating Procedures Guidelines

Each 4-H club or affiliate may have rules or guidelines it follows throughout the year, which would be considered operating procedures rather than part of the group bylaws. Clubs and affiliates are not required to have operating procedures; however, if they do, they should be simple and minimal, enforceable consistently with all members of the group, and reviewed annually by the group membership.

If a club has operating procedures, they must be **in writing, and each member should receive a copy each year.**

Examples of items to include in the operating procedure:

- Code of conduct
- Club dues will be
- Members cannot miss more than \_\_\_# of meetings without a valid reason, and the leader or club president is notified before the meeting of absence.
- All members will complete at least one project per year.
- All members will participate in at least one countywide event or activity
- All members will plan or participate in at least one service-learning project annually.

**Remember, many groups operate very effectively without these procedures. If you create operating procedures, submit them annually to the 4-H County office for review and approval.**



# Fundraising Request Form

Please have the following information handy to fill out the Fundraising Request Form:

- Name of Fundraiser
- Purpose of Fundraiser
- Service or product being provided for Fundraiser
- Club or Affiliate Name
- Start Date
- End Date
- Amount to be raised
- Coordinator Name
- Coordinator Email
- Coordinator Phone Number
- Address
- County
- Club or Affiliate EIN

## Fundraising Request Form



[https://unh.az1.qualtrics.com/jfe/form/SV\\_5hXhbCKnqqT0lVA](https://unh.az1.qualtrics.com/jfe/form/SV_5hXhbCKnqqT0lVA)



# Grant Intent to Apply Form

Please have the following information handy to fill out the Grant Intent to Apply Form:

- Name of Organization providing grant funding
- Amount of funds requested
- Due date of grant proposal
- Purpose of grant
- Name of Club or Affiliate
- Coordinator Name
- Coordinator Email
- Coordinator Phone Number
- Type of Request
- Completed grant proposal for review
- MOU for grant
- Grant call for proposal documents

## Grant Intent to Apply Form



[https://unh.az1.qualtrics.com/jfe/form/SV\\_3w4JhggpUF5YrSC](https://unh.az1.qualtrics.com/jfe/form/SV_3w4JhggpUF5YrSC)



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact UNH Extension's main office at (603) 862-0806 or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a UNH or UNHCE discriminatory harassment complaint, use the UNH Incident Report Form at <https://www.unh.edu/diversity-inclusion/civil-rights-equity-office/incident-report-form> or call 603-862-2930.

To file a USDA program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain all of the information requested in the form. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).