Leadership Handbook
For Club Leaders
ALUMNI ASSOCIATION
MISSION STATEMENT

Committed to strengthening The University of Mississippi through quality programs and services that enhance communications and build mutually beneficial relationships among our alumni, friends, faculty, staff and students.

ALUMNI ASSOCIATION MOTTO

“Your Ole Miss Connection”
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I. CLUB ORGANIZATION

A. Establishing a Club

An Ole Miss club can be established anywhere in the world. There are two steps in organizing a club:

1. Contact the club coordinator with your request.

2. Submit a list of counties within a 75-mile radius of your community. The club coordinator will perform a survey of alumni and friends within this radius. Results, which typically take one month to obtain, will identify people who are interested in becoming involved.

If the survey results are low (below 35 positive responses), the club organizer is encouraged to set up a phone bank to contact others. The purpose of the phone bank is to personally contact alumni and friends in the area and solicit their participation. Sometimes, after all efforts have been exhausted, the number of alumni and friends willing to participate is low. In that case, the Alumni Association will encourage those interested to meet on an informal basis. The Alumni Association will support any informal club as much as possible; however, due to the scope of the club network, it may not be possible to provide the same level of services and programs to informal clubs.

B. Maintaining a Club

To be considered an official Ole Miss Club, the following criteria is mandatory:

1. Officer Structure. The officer structure will consist of a president, vice-president/president-elect, secretary, and treasurer. The Alumni Association may advise the club of potential officers. These officers, who must be active members of the Alumni Association, will be elected for a maximum of two-year terms by a majority vote of club membership at an annual meeting, and will have the following responsibilities:

   1. **President**
      1) Maintains communication with the club coordinator, who coordinates the club activities
      2) Serves as chair of the club’s board of directors
      3) Presides over all club and board meetings
      4) Directs the planning of all activities
      5) Assumes responsibility for the success of each activity
      6) Attends the Leadership Ole Miss Conference held on campus each year

   2. **Vice-President/President-Elect**
      1) Assists the club president in all aspects of program planning
      2) Chairs committees or projects as assigned by the president
      3) Performs the duties of the president in his/her absence
3. Secretary
   1) Chairs the membership committee
   2) Monitors alumni lists and notifies the Alumni Office of any changes such as: address, phone number, email, births, deaths, marriages, etc.
   3) Other duties as assigned by president
   4) Maintains minutes of the board and club meetings

4. Treasurer
   1) Maintains the club’s financial records
   2) Chairs the club’s fund-raising committee
   3) Gains approval for expenditures from the club’s board of directors
   4) Pays all club bills
   5) Prepares and submits a detailed comparative two-year annual report of Receipts and Disbursements and a Balance Sheet as of June 30\textsuperscript{th} to the Alumni Office and the local board by July 31\textsuperscript{st} of each year or at an agreed-upon date

2. Term of Office. Excluding the office of treasurer, all club officers shall serve a term of no more than two years. The term of treasurer shall be determined by the club’s board of directors.

3. Board of Directors. The club must create a board of directors. The club President, under the advisement of the Alumni Association, shall appoint members to the board of directors. It is recommended that the board of directors consist of the elected officers, the immediate past president, and eight appointed members. The number of appointed board members may be increased or decreased depending on the size of the club and the availability of qualified members. It is recommended that appointees serve three-year staggered terms. The representatives on the board must be active members of the Alumni Association. This group should represent a cross section of members in terms of age, race, and gender. (In-state clubs should include one member from each county in the club area on the board.) The board shall ensure that all business affairs are managed in the best interest of the Alumni Association and The University of Mississippi.

4. Compensation. The officers shall receive no compensation for their services as officers.

5. Removal of Officers and Board Members. The Board has the power to remove officers and Board members under the advisement of the executive director of Alumni Affairs or his/her designee. The removal of such officers and Board members shall require a two-thirds majority vote of the board. Voting proxy is not allowed. The Board has the authority to appoint replacement officers and Board members for the balance of the term vacated.
6. **Resignation.** Any club officer may resign at any given time by giving written notice of resignation to the president. If no effective date is stated, the resignation shall be effective upon receipt; however acceptance of the resignation shall not be necessary to make it effective.

7. **Club Committees.** The committees that a club should maintain are: Alumni Recruiting Team (ART), Alumni Association membership, young alumni, scholarship, fund-raising, community service and publicity. Brief descriptions of the committees are as follows:

5. **Alumni Recruiting Team (ART)**
   1) Helps the University identify, target, and recruit prospective students.

6. **Alumni Association Membership**
   1) Assists the Alumni Association to increase the number of active members. It also aids by notifying the Alumni Office of changes in address, phone numbers, and email.

7. **Young Alumni**
   1) Helps the Alumni Association increase the involvement of alumni who have graduated within the past 10 years.

8. **Scholarship**
   1) Monitors the club’s scholarship program. Each club is encouraged to have a scholarship endowment so that students from the club area can become a part of the Ole Miss family. To initially endow a scholarship, a minimum amount of $25,000 given over 3 to 5 years is required. See Addendum C for an example of a Memorandum of Agreement.

9. **Fundraising**
   1) Works with the Scholarship Committee to increase the club’s scholarship endowment and to support Ole Miss in other areas identified by the club. The committee will also spearhead the fundraising activities for everyday operations of the club.

10. **Community Service**
    1) Promotes Ole Miss throughout the community. One way to achieve visibility is to establish community service activities in which the club can participate during the year.

11. **Publicity**
    1) Promotes club activities in local media outlets such as the newspaper, radio, television, community bulletins, or through local web sites.
8. **Club Goals.** The club should establish goals to be completed each year. These goals should include recruiting events, increasing Alumni Association membership, increasing participation by under-represented groups (young, female, and minority alumni), and creating and maintaining a local scholarship and community service.

9. **Club Constitution.** A constitution **must** be signed by the Executive Director of Alumni Affairs and the club President. Please see Addendum D for the constitution.

The Alumni Association encourages new clubs to meet the above criteria within the first year. If by the end of the first year the criteria have not been met, the Alumni Association will work with the club to reach its goals. All existing clubs must also meet the criteria.

II. **CLUB SPECIAL EVENT AND MEETING PLANNING**

A. **Special Events**

Many clubs meet for special events. Such events include: student recruiting parties, SEC picnics, crawfish boils, Christmas parties, football and basketball watch parties, and many other events. Please notify the Alumni Office when planning these events. The Alumni Association will be happy to mail supplies to the club for special events. Please give a minimum of three weeks’ notice so that the supplies can reach you in a timely manner.

B. **Club Meetings**

1. **Dates and Speakers.** The Alumni Association, working in cooperation with the Administration and the Athletics Department, predetermines the meeting dates for in-state clubs on the Rebel Road Trip. All other clubs should make requests for meeting dates in January. Every effort will be made to meet the requests.

When requesting the meeting date, please indicate the preferred athletic and/or academic speakers for the meeting. Again, every effort will be made to honor the request. All speaker requests **MUST** come through the Alumni Office and **NOT** through the individual speaker. The Chancellor’s Office, the Athletic Department, and the Alumni Association agreed upon this procedure.

2. **Invitations and Mailings.** The Alumni Association will print and mail invitations to a one club event per year. Please allow six to seven weeks for the invitations to be printed and mailed. Once the club meeting date has been approved, each club should:

   a. **Reserve the meeting location (pick an inclusive location)**
   
   b. **Make arrangements for food and beverages**
   
   c. **Determine the cost of the meeting**
1) Clubs are encouraged to keep the meeting cost around $10 to $15 per person. Everyone should feel comfortable attending a club meeting.

2) If the club chooses to have alcoholic beverages at the meeting, it must follow these guidelines:
   - The club must not profit from the sale of liquor due to the liability issues
   - A third party should sell and profit from the sale
   - NO EXCEPTIONS!!!

   d. Report the meeting information to the Alumni Office so the invitations can be printed and mailed.

Once the information has been given to the Alumni Office, an invitation will be prepared. The club president will receive an email proof of the invitation for final approval. Once approved, the invitations will be printed and mailed from the Alumni Office.

3. E-mails, Online Calendar, Facebook and Twitter. The Alumni Association will send out 2 e-mail blasts to your club area publicizing club events. The Alumni Association will also list the events on its online calendar and publicize on its social media networks.

4. Press Releases. The Alumni Association must approve any press release the club wishes to publish in the local paper. The press release can be faxed to 662-915-7756 or emailed to port@olemiss.edu. If possible, please allow a week for it to be approved.

   a. Who to Invite. In addition to alumni and friends of Ole Miss, the Alumni Association encourages the club to invite local high school students. The NCAA prohibits recruiting student athletes. Leave athletic recruiting to the coaches. If the club invites an entire senior class and a recruit is among them that is permissible. In no way can the club single the recruit for introduction. The recruit and his/her family must pay their own way. He/she must also arrive to the meeting in his/her own transportation. It is permissible to ask all students who are planning to attend Ole Miss to stand, but the recruit must not be singled out!

   b. Auction & Fundraising Items. Many clubs have silent auctions to raise funds that are used either for their local club scholarship or for extra resources to help cover expenses. The Alumni Office encourages each club to have silent auctions. With the help of the club coordinator, the items can be purchased on campus at a discount. Some examples of auction items are: autographed footballs, basketballs, and pictures; tee shirts; knit shirts; hats; pennants; or any other bookstore item. It is best not to auction items that have been autographed by current players. The Alumni Association will bill the club for the items purchased. Some clubs create their own tee shirts, cups, huggies, or other items.
Please be aware of The University of Mississippi Licensing program (See Addendum F). The club must obtain written permission to use any official University trade-mark, logo, or symbol. Whether the club is giving the item away or selling it, the club president must e-mail the Club Coordinator stating what they intend to do with the item. Included with the email must be the design of the item; name and address of the merchant printing the item; quantity of item being printed; price the merchant charged per item; price the club is going to re-sell the item; and what the club intends to do with the profits.

i. CLUB FINANCES

A. Checking Accounts

Club checking accounts should be through a local financial institution. It is requested by the Alumni Association, and in the best interest of the club, that the clubs require two signatures on all checks. One required signature should be that of the treasurer. The second should be one of not more than three designated board members.

B. Tax Status

Clubs are generally NOT considered non-profit organizations and must pay income tax. The club can apply for an EIN number. See Addendum G for the EIN application form and for instructions for completing form.

C. Financial Reports

All clubs shall submit an annual financial report consisting of a Statement of Receipts and Disbursements and a Balance Sheet (Addendum H) as of June 30th to the Alumni Association and the club by July 31st each year or at an agreed upon date. The financial report (Addendum I) must include all expenses and income, including scholarship funds raised, all assets and liabilities, and comparative data for the prior year.

D. Internal Controls

It is the responsibility of the president to oversee and direct all activities of the club, including the financial affairs. In addition to the requirement for dual signatures on checks, bank statements should be received unopened by the President. The president should review the statements and enclosures for propriety before forwarding them to the treasurer for reconciliation.
ii. PUBLIC STATEMENTS

A. Representatives of clubs should restrict any news releases or comments to the media to information relative to club activities and events.

B. Club members are **not** authorized to represent or speak for the Alumni Association or The University of Mississippi.

C. Should a club representative be contacted by the media for commenting on issues or events involving the Alumni Association or the University, he/she shall advise the media representative that he/she is speaking as an individual and not as a representative of the Alumni Association or the University. When practicable, the club representative should contact the executive director of Alumni Affairs prior to responding to media inquiries, but in the event the representative is unable to do so, he/she should notify the executive director about the conversation promptly after it occurs.

iii. LIABILITY OF MEMBERS

No member will be personally liable for any of the club’s debts, liabilities, or obligations, nor will any member be assessed for the debts, liabilities, or obligations of the club solely as a result of membership.

**THE ALUMNI ASSOCIATION IS AVAILABLE TO ANSWER ANY QUESTIONS OR ASSIST YOUR CLUB IN ANY WAY. CLUBS ARE THE BACKBONE OF OUR ORGANIZATION. WE WILL DO EVERYTHING WE CAN TO HELP MAKE SURE YOUR CLUB PROGRAM IS SUCCESSFUL.**
UNIVERSITY INFORMATION
OLE MISS SPIRIT

FORWARD REBELS (FIGHT SONG)

Forward Rebels, march to fame,
Hit that line and win this game,
We know that you’ll fight it through,
For your colors red and blue –
Rah, Rah, Rah.
Rebels you’re the Southland’s pride,
Take that ball and hit your stride,
Don’t stop ‘til the victory’s won for your Ole Miss.

OLE MISS ALMA MATER

‘Way down south in Mississippi
There’s a spot that ever calls,
Where among the hills enfolded
Stands old Alma Mater’s halls.
Where the trees lift high their branches
To the whispering southern breeze,
There Ole Miss is calling, calling
To our hearts fond memories.’

OFFICIAL UNIVERSITY COLORS

In 1893, when Ole Miss’ first football team was in training for a five-game season, Dr. A. L. Bondurant, organizer and manager-coach, later recalled that “The team had much discussion as to the colors that should be adopted, but it was finally suggested by the manager that the union of the Crimson of Harvard and the Navy Blue of Yale would be very harmonious, and that it was well to have the spirit of both of these good colleges.” These were adopted as the football colors and have since been adopted by the University as its athletic colors. The PMS colors are 186 (Red) and 281 (Blue).

- Information above provided by The University of Mississippi
IMPORTANT OXFORD CAMPUS PHONE NUMBERS

Area Code is 662 for all numbers listed:

Accountancy, School of.......................... 915-7468
Admissions and Enrollment Services .... 915-7226
Alumni Association .......................... 915-7375
Applied Sciences, School of ............... 915-7900
Associated Student Body ..................... 915-7393
Athletic Department .......................... 915-7241
Athletic Ticket Office ......................... 915-7167
    Toll Free (Mississippi only) ...... 888-732-8587
Bookstore ...................................... 915-7137
Bursar .......................................... 1-800-891-4596
Business Administration, School of ....... 915-5820
Career Center .................................. 915-7174
Chancellor’s Office............................ 915-7111
Continuing Studies ......................... 915-7282
Dean of Students .............................. 915-7248
Directory Assistance ......................... 915-7211
Education, School of ........................ 915-7063
Employment Office ............................ 915-5690
Engineering, School of ....................... 915-7407
Financial Aid .................................. 915-5549
Graduate School ............................... 915-7474
Inn at Ole Miss ................................ 234-2331
    Reservations .............................. 888-486-7666
Journalism/New Media, School of ...... 915-7146
Law, School of .................................. 915-7361
Liberal Arts, College of ...................... 915-7177
Library .......................................... 915-7177
Pharmacy, School of ......................... 915-7265
Police ............................................. 915-7234
Provost & VC for Academic Affairs....... 915-5974
Public Relations .............................. 915-5639
Rebel Shop ...................................... 915-7820
Registrar ........................................ 915-7792
Student Health Services ...................... 915-7274
Student Housing ............................... 915-7328
Student Union .................................. 915-7106
Turner Center .................................. 915-5591
UM Box Office (Union) ....................... 915-7411
UMAA Foundation ............................. 915-7159
UM Foundation ................................. 915-5944
    Toll Free ................................. 800-340-9542
Vice Chancellor for Administration & Finance .... 915-7200
Vice Chancellor for Research ............... 915-7583
Vice Chancellor for Student Affairs ...... 915-7705
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<tr>
<th>STAFF</th>
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<tbody>
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<td>Tim Walsh</td>
<td>Executive Director</td>
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<tr>
<td>Sheila Dossett</td>
<td>Senior Associate Director</td>
<td>School of Applied Sciences Alumni Chapter; Education Alumni Chapter, Student Alumni Council; Reunions</td>
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<tr>
<td>Clay Cavett</td>
<td>Associate Director</td>
<td>M-Club; Accountancy Alumni Chapter; Business Alumni Chapter; Engineering Alumni Chapter</td>
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<tr>
<td>Julian Gilner</td>
<td>Assistant Director</td>
<td>Minority Relations; Liberal Arts Alumni Chapter; Grove Society; Ben Williams Scholarship; Parents; Cheerleader Alumni Chapter; Rebelettes; ROTC; Band; School of Journalism and New Media Alumni Chapter</td>
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<tr>
<td>Scott Thompson</td>
<td>Assistant Director</td>
<td>Law Alumni Chapter; Alumni Scholarship Program; Pharmacy Alumni Chapter</td>
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<td>Donna Holdiness</td>
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<td>Allie Bush</td>
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<td>Port Kaigler</td>
<td>Senior Club Coordinator</td>
<td>Mississippi and Memphis alumni clubs; Off-campus Athletic Travel and Reservations; Rebel Road Trip; Leadership Ole Miss</td>
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<tr>
<td>Anna Smith</td>
<td>Club Coordinator</td>
<td>Out-of-state alumni clubs; Ole Miss Luncheon Series; Young Alumni Council; Game-day Operations</td>
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<tr>
<td>Annette Kelly</td>
<td>Accountant</td>
<td>Financial Records Maintenance; Billing</td>
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<td>Emily Briggs</td>
<td>Executive Assistant</td>
<td>General Association; Alumni Tours; Personnel Records</td>
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<tr>
<td>Susanna Levy</td>
<td>Special Events Assistant</td>
<td>Assists with Schools of Applied Sciences and Education; College of Liberal Arts; Black Alumni Reunion; Ole Miss Parents’ Weekend; Fifty Year Reunion; Student Alumni Council; Grove Society; Band; ROTC; Cheerleaders and Rebelettes</td>
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<tr>
<td>Teresa Littlefield</td>
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<td>Athletic Events Reservations; Alumni Bricks; Reunions; General Clerical Assistance</td>
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<td>Jo Von Reed</td>
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<tr>
<td>Gaye Bukur</td>
<td>General Manager</td>
<td>The Inn at Ole Miss</td>
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<tr>
<td>Nadia Thornton</td>
<td>Assistant General Manager</td>
<td>The Inn at Ole Miss</td>
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<td>Jennifer Langford</td>
<td>Coordinator of Hotel Sales</td>
<td>The Inn at Ole Miss</td>
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<td>Laine Mitchell</td>
<td>Coordinator of Hotel Sales</td>
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<td>Dianna Seddon</td>
<td>Sales Coordinator</td>
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<tr>
<td>Sandra Horton</td>
<td>Senior Accounting Clerk</td>
<td>The Inn at Ole Miss</td>
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Accountancy, School of  
Clay Cavett, Associate Director of Alumni Affairs

Applied Sciences, School of  
Sheila Dossett, Senior Associate Director of Alumni Affairs

Business Administration, School of  
Clay Cavett, Associate Director of Alumni Affairs

Education, School of  
Sheila Dossett, Senior Associate Director of Alumni Affairs

Engineering, School of  
Clay Cavett, Associate Director of Alumni Affairs

Journalism and New Media, School of  
Julian Gilner, Assistant Director of Alumni Affairs

Law, School of  
Scott Thompson, Assistant Director of Alumni Affairs

Liberal Arts, College of  
Julian Gilner, Assistant Director of Alumni Affairs

Pharmacy, School of  
Scott Thompson, Assistant Director of Alumni Affairs
BYLAWS OF THE
ALUMNI ASSOCIATION
OF
THE UNIVERSITY OF MISSISSIPPI

ARTICLE I
The name of this Association shall be the Alumni Association of The University of Mississippi.

ARTICLE II

The purposes and objectives of the Association for which it is created are:

(a) To foster and increase the unending love between the Alumni and Friends of The University of Mississippi and The University of Mississippi so that The University of Mississippi may prosper and grow in all facets of its educational activities.

(b) To foster a spirit of loyalty and fraternity among the graduates, former students, and friends of The University of Mississippi and to effect united action in promoting the general welfare of The University of Mississippi as an educational institution.

(c) To promote the traditions, culture, historical development, general welfare, and best interests of the people of the State of Mississippi through the continued development, promotion, and support of The University of Mississippi.

(d) To encourage the high scholastic, cultural, and social purposes of The University of Mississippi by the administration of gifts, contributions, endowments, dues, and grant funds, which may be collected or deposited in the Association for the benefit of The University of Mississippi.

(e) To receive contributions from the Alumni and other friends of The University of Mississippi, to be used by the Association in furthering its purposes.

(f) To make contributions, gifts, and grants to The University of Mississippi which, in the opinion of the Board of Directors of the Association, will advance its objectives and purposes.

(g) To make grants and award scholarships to deserving students who may wish to attend The University of Mississippi based on their outstanding scholastic merit or talent or their financial need.

ARTICLE III

Pursuant to this purpose, all former students, as well as graduates of the University, and all faculty and professional staff members who have served five years or more, shall be eligible for membership in this Association. A former student is one who has attended the University for at least two full semesters of a regular session as a regularly enrolled student taking a full course of study as defined by the regulations of the University or those students who successfully
accumulate a minimum of thirty-six (36) semester hours within The University of Mississippi system including credit work at all off-campus locations. All persons who have or have had children in attendance at The University of Mississippi and/or who have shown an interest in the University shall be eligible for Associate Membership in the General Alumni Association. Associate members have full privileges except voting and holding office in the General Alumni Association.

ARTICLE IV

The Association shall hold an Annual Meeting on Homecoming Day and shall meet at other times on call of the President. The Board of Directors shall meet each year prior to Homecoming and at other times on call of the President.

ARTICLE V

The officers of the Alumni Association shall be a President, a President-elect, a Vice President, two representatives to The University of Mississippi Intercollegiate Athletic Committee, the Executive Director of Alumni Affairs, and such other officers and employees as the Board of Directors may designate. The titles of any such above named officer or officers may be changed from time to time as the Board of Directors determine. The President-elect and Vice President shall be duly elected by a majority vote of alumni: (1) who are present on each Homecoming Day; (2) and who meet the requirements of Article VII. The President-elect shall automatically become President after serving one year as President-elect. The election and term of office of the two alumni representatives to The University of Mississippi Intercollegiate Athletic Committee are as described in Article X.

In the event of the death, resignation, or incapacity of the President, the President-elect shall assume the office of President and the Vice President shall assume the office of President-elect. However, the Vice President shall not assume the office of President until elected thereto by a majority vote of alumni members present at a regular or special meeting of the Association.

In the event of the death, resignation, or incapacity of the President-elect, the Vice President shall assume the office of President-elect but shall not succeed to the Presidency unless elected thereto by a majority vote of alumni members present at a regular or special meeting of the Association.

In the event of the death, resignation, or incapacity of the Vice President or in the event of the elevation of the Vice President to the office of President-Elect as provided above, the vacated office shall be filled by the vote of a majority of the members of the Executive Committee present at a regular or special meeting of the Executive Committee.

In the event of the elevation and/or election of officers as provided above, the terms of office shall be approved by the Executive Committee; provided; however, should such terms of office for a President-Elect or Vice President extend beyond the unexpired terms, said officer(s) shall not continue in office unless elected thereto by a majority vote of alumni members present at a regular or special meeting of the Association.

There shall be a Board of Directors which shall consist of the President, the President-elect, the Vice President, the Executive Director of Alumni Affairs, and other officers and staff members designated by the Board of Directors, and not more than forty-two (42) other members of the
Association who shall be selected annually by the President, the President-elect, and the Executive Director of Alumni Affairs, six (6) to be chosen from each supreme court district, and twenty-four (24) at-large.

The appointive membership of the Board shall be divided into three classes, each class serving for a period of three years, and so arranged that one class will retire at the end of each year. A retiring member shall not be eligible for reappointment to the Board for a period of one year after the date of retirement. In the event of a vacancy, a successor may be appointed by the President to complete the unexpired term. A retired member shall automatically become an associate member of the Board with the privilege of attendance and debate, but not of voting.

All Past Presidents of the General Association shall be ex-officio members of the Board of Directors.

Any member of the Alumni Association who desires to place in nomination an individual eligible for any elective office shall, not later than noon on the Saturday prior to the Annual Meeting on Homecoming Day, submit the name of such proposed officer to the Nominating Committee by listing same in writing with the Executive Director of Alumni Affairs of The University of Mississippi Alumni Association giving the name of the individual and the office for which the nomination will be made.

ARTICLE VI

The President and President-elect are empowered to make recommendations to the Chancellor as to the selection of the Executive Director of Alumni Affairs, and the Executive Director so appointed, who is also Treasurer of the Alumni Association, shall be directly responsible to the Executive Committee and the General Board of Directors. The Executive Director and Treasurer are also responsible to the members of the General Alumni Association when in session.

ARTICLE VII

Any member in attendance whose dues are current as of noon on the Saturday prior to the meeting may vote on any matter presented at any meeting of the General Alumni Association.

ARTICLE VIII

The duties of the President, the President-elect, the Vice President, the Executive Director of Alumni Affairs, and other officers designated by the Board of Directors, and the Board of Directors shall be the usual duties of such officers except that they are specially charged with the important duty of promoting the best interests of the Alumni Association and of the University in all phases of its work.

ARTICLE IX

In the absence of the President, the President-elect shall have all authority of these Articles vested in the President.
ARTICLE X

The President shall be a member of the Intercollegiate Athletics Committee of the University, and the President-elect shall be a non-voting member of the said Committee. Two other alumni members shall, with the President and President-elect, constitute the representatives of this Association on the Intercollegiate Athletics Committee of the University. Two alumni members shall be elected on Homecoming Day, 1986, with one such member designated to serve a three-year term and one designated to serve a two-year term. Thereafter, as terms expire, successors shall be elected to serve three-year terms. Should an alumni member of the Intercollegiate Athletics Committee other than the President or President-elect die, resign, or become incapacitated, a successor shall be selected by the Executive Committee of this Association to complete the unexpired term. All terms on the Intercollegiate Athletics Committee shall commence on January 15th following Homecoming.

ARTICLE XI

There shall be an Executive Committee composed of five elective general officers of the Association whose titles are listed in Article V, Paragraph 1 hereof, together with the Immediate Past President of the Association and not more than ten members appointed by the President from the Board of Directors with at least one member from out-of-state, which Committee is charged with decision-making responsibilities in acting for the Board of Directors. Appointees may serve for a maximum of three consecutive one-year terms but thereafter must remain off the committee for one year before being eligible for reappointment.

The Executive Committee may exercise all powers granted to the Board of Directors when the Board is not in session.

There shall be a Nominating Committee composed of the five living Immediate Past Presidents of the General Alumni Association, who shall nominate candidates for all elective offices of the Alumni Association upon the occasion of all elections as provided in Articles V and X.

There shall be a permanent standing committee of the Association known as the Finance and Audit Committee which shall consist of the President, President-elect, and Immediate Past President. This Committee is charged with the duty and responsibility of recommending and adopting prior to July 1, the beginning of each fiscal year of the Association, subject to the approval of the Executive Committee, an annual budget for the Association. Said Committee shall receive assistance and recommendations from the Executive Director of Alumni Affairs, the Alumni staff, and the Association Auditor. The Committee shall meet annually, and at such other times as it deems necessary, with the Executive Director, Alumni staff, and the Auditor, to review the fiscal policies of the Association, to ascertain whether fiscal policies of the Association are being followed, and to make recommendations to the Executive Committee for needed changes in fiscal policies and/or changes and amendments to the budget. The Executive Director and Alumni staff shall furnish fiscal reports to said Committee quarterly during each fiscal year and at other intervals to be determined by said Committee.

The President may create and appoint such additional committees from time to time as deemed advisable to further the purposes of the Association and to increase its benefits and aid to the University.
The Executive Director of Alumni Affairs shall serve as an ex officio member of all committees.

ARTICLE XII

At the meetings of the Association, Roberts' Rules of Order shall govern the conduct of said meetings, except where same are inconsistent with the provisions of the Bylaws.

ARTICLE XIII

These Bylaws may be amended at any meeting of the Board of Directors provided such amendment has been submitted to the Executive Committee at least thirty (30) days prior to a Board meeting. The Executive Committee shall report its recommendations on the proposed amendment to the next meeting of the Board. Amendments shall be adopted by affirmative vote of not less than two-thirds of the Board members present and voting. No amendment shall be considered by the Board unless submitted to the Executive Committee as above provided.
SAMPLE CLUB MEETING SURVEY

Sample Club Meeting Survey

1. Did you attend the Central Mississippi Ole Miss Club Meeting July 14, 2009 at the Trademart Center in Jackson?
   a. Yes
   b. No

2. Was this your first Ole Miss Alumni club event?
   a. Yes
   b. No

3. Please rate the following form 1 to 5, with 1 being very dissatisfied and 5 being very satisfied.
   a. Registration
   b. Parking
   c. Food/Drinks
   d. Auction Items
   e. Autograph Line
   f. Family friendly
   g. Event Space
   h. Décor/Atmosphere

4. What did you enjoy most about the event?

5. What was your least favorite aspect of the event?
ALUMNI MEMBERSHIP

Can my $40 annual dues really be all that important?
Does my membership actually make a difference?

Absolutely!

Putting your dues to work on……

* Publication of the Ole Miss Alumni Review
* Student recruitment activities with the ART program
* Student scholarships
* Faculty teaching awards
* Faculty and staff appreciation program
* The Alumni Club program – bringing Ole Miss to your area
* The Alumni Hall of Fame recognition program
* Homecoming activities
* Student Alumni Council activities and Young Alumni Council activities
* Special interest clubs (M-Club, alumni band, jazz, cheerleading, rebelettes, rugby, etc.)
* Maintenance of official records for alumni & friends of Ole Miss

Take pride in knowing that all of us are working together to ensure that these important programs will continue to lend support to Ole Miss. Thank you for being an active member. Please encourage others to join! All alumni friends of Ole Miss and fans are welcome to join. Membership in the Ole Miss Alumni Association is a great, and the least expensive, way to show your support.

Memberships make great gifts, and sometimes a gift membership is an incentive to continue a lifelong relationship with the Alumni Association. Please use the form below if you want to extend your membership, or if you wish to present a gift membership to a friend of Ole Miss.

MEMBERSHIP FORM

_______Gift Membership     _______Extension

Mail gift membership card & decal to:__________________________________________

Address:______________________________________________________________

City:________________________State:_______Zip:________________________

Your name:____________________________________________________________

Address:______________________________________________________________

City:________________________State:_______Zip:________________________

(Enclose any personal note that you want us to include with the membership materials.)

□ $40 Individual □ $50 Joint □ $800 Ind. Life □ $995 Joint Life

Make your check payable to the Ole Miss Alumni Association and mail to Membership, Triplett Alumni Center, P.O. Box 1848, University, MS 38677-1848.

E-mail records@olemissalumni.com for more information.
You can join on-line at our secure site at www.olemissalumni.com.
MEMORANDUM OF AGREEMENT made this the _____ day of __________ 2012, between __________________ Ole Miss Club, as donor (hereinafter called the Donor) and the University of Mississippi Foundation, a corporation of the State of Mississippi, as done (hereinafter called the Foundation) regarding the establishment of the __________________ OLE MISS CLUB SCHOLARSHIP ENDOWMENT, an endowed fund at the University of Mississippi Foundation for the benefit of The University of Mississippi.

WHEREAS, the Donor desires to establish this endowment fund and to make additional and/or periodic gifts to the Foundation, and the Foundation is willing to accept such gifts on said terms;

NOW, THEREFORE, THIS MEMORANDUM OF AGREEMENT WITNESSETH: that, in consideration of the premises and mutual agreements hereinafter set forth, the Donor does give, grant, assign, transfer, and convey to the Foundation, its successors and assigns, irrevocably, the property mentioned above upon the following terms and conditions:

1. The Foundation will designate and identify the endowment fund as the ________________ OLE MISS CLUB SCHOLARSHIP ENDOWMENT at The University of Mississippi, the purpose of the fund being to assist deserving men and women who are pursuing an education at The University of Mississippi.

2. The ________________ OLE MISS CLUB SCHOLARSHIP ENDOWMENT will be open to and will accept gifts from persons, estates, organizations, and any others who may desire to make a gift, and each gift, when made through the University of Mississippi Foundation, will be fully tax-deductible and all contributions when received by the Foundation will be used in accordance with this Memorandum of Agreement unless otherwise specified by the Donor at the time of the gift.

3. This fund shall constitute a permanent endowment fund and shall be managed in accordance with the Mississippi Uniform Management of Institutional Funds Act (presently section 79-11-601, et seq., Mississippi Code Annotated 1972) as amended from time to time or its then effective counterparts. The earnings shall be distributed in accordance with the spending policy established by the Joint Committee on University Investments. Currently, spendable return per unit will be calculated for each fiscal year at five percent (5%) of the average December 31 market value per unit for the previous three years. Owners of units in the Combination Pools will receive quarterly distributions of twenty-five percent (25%) of the annual return per unit based on the average number of units owned during the quarter. The endowment fund will be managed under the “total return” concept for managing endowment funds, and total returns in excess of the five percent (5%) spending policy and fund operating expenses will result in capital growth of the fund. Endowments with no appreciation over total gifts to the fund will receive distributions equal to actual cash current yield from dividends and interest only. Should distributions in any year exceed the amount needed to fund the scholarship, the excess distributions shall be returned to the corpus of the endowment.
4. All distributions of income are to be made following distribution of a portion of the income to the University of Mississippi Foundation for administrative fund management. The amount of income distributed for this purpose is to be consistent with policies established by the Board of Directors of the University of Mississippi Foundation.

5. In administering the endowment, the University of Mississippi Foundation will have all the powers in the Mississippi Uniform Trustees Power Law (presently Section 91-9-101, et seq., Mississippi Code Annotated 1972) as amended from time to time or its then effective counterparts.

6. The __________________________ OLE MISS CLUB SCHOLARSHIP ENDOWMENT will be administered in the best-constituted practices used in institutions of higher learning. The scholarship program will be established as an academic scholarship under accepted guidelines of the Department of Financial Aid at The University of Mississippi. Recipients will be residents of the ___________________________(criteria to be completed by the Ole Miss Club)

7. Publicity shall be given to the __________________________ OLE MISS CLUB SCHOLARSHIP ENDOWMENT as deemed appropriate by the University of Mississippi Foundation and the Donor.

8. The Foundation will invest and reinvest all property of the fund in such assets as would be acquired by prudent persons of discretion and intelligence in such matters who are seeking a reasonable income and preservation of capital.

IN WITNESS WHEREOF, the University of Mississippi Foundation has caused this Memorandum of Agreement to be duly executed and its seal to be hereunto affixed, and the Donor, has hereunto affixed his signature as of the day and year first above written.

ACCEPTED FOR THE

__________________ OLE MISS CLUB ASSOCIATION

Club President

Tim Walsh
Executive Director of Alumni Affairs

ACCEPTED FOR THE
UNIVERSITY OF MISSISSIPPI FOUNDATION

Wendell Weakley
President/CEO

Sandra M. Guest
Foundation Corporate Seal  Vice President
OLE MISS CLUB CONSTITUTION

OF THE OLE MISS ALUMNI ASSOCIATION

The name of this Club shall be the _______________________Ole Miss Club of the Ole Miss Alumni Association.

The purpose of this Club shall be to foster and increase the love between the University and its alumni and friends to the end that through their united effort, the University may develop into an even greater institution that will serve the people of Mississippi and the nation with ever-increasing effectiveness.

All graduates of The University of Mississippi, all persons who have been in attendance as students at The University of Mississippi, all faculty members who have served at The University of Mississippi and any persons who have shown a vital interest in the University shall be eligible for local Club and Alumni Association membership.

The Club shall hold an annual meeting and shall meet at other times on call of the Club’s officers and Board of Directors.

The officers of the Club shall be President, President-elect, Secretary and Treasurer, who shall be duly elected by a majority vote of Association members present at an annual meeting.

Any member in attendance at said meeting may vote on any matter presented.

The duties of the President, President-elect, Secretary and Treasurer shall be the usual duties of such officers except they are specially charged with the important duty of promoting the best interests of the Alumni Association and The University of Mississippi.

In the absence of the President, the President-elect shall have all authority vested in the President.

The Board of Directors may consist of the elected officers, the immediate Past President and _____ appointed members. The Board of Directors shall manage all business affairs of the Club in the best interest of the Alumni Association and The University of Mississippi. The Board has the power to remove Club officers and Board members, under the advisement of the Executive Director of Alumni Affairs, with two-thirds majority vote.

Adopted this _____ day of ____________.

_________________________________    _____________________________
President, _______________ Ole Miss Club  Executive Director, Alumni Affairs
The University of Mississippi Licensing Program

For more than 150 years, The University of Mississippi has enjoyed a rich heritage as an institution of higher learning and as a major force in college athletics with loyal active alumni worldwide. This same tradition has brought with it the responsibility to see that its proud heritage is appropriately represented.

The demand by University students, alumni, and friends for products depicting a university trademark, logo, or symbol has reached new heights. The number of manufacturers who wish to provide these products has also grown. The University of Mississippi has created a licensing program to ensure that the public properly identifies and associates University logos on products bearing the institution’s marks.

The University of Mississippi licensing program is designed to protect the use of the University’s name and insignias. To accomplish this, the University has established formal licensing procedures that will also enable the institution to share in the benefits derived from the commercial use of both its name and its symbols.

The licensing program is also designed to establish a cooperative relationship with licensees to assist in the further development of a market for “officially licensed products of The University of Mississippi.” In this way the consumer may be attracted to products that support the University. The licensing program promotes a relationship by which the University and its licensees will benefit.

The following commonly asked questions and answers provide a brief explanation of the licensing program:

What qualifies as a trademark, logo, and symbol?  A trademark is any mark, word, letter, or symbol association with its owner that can be distinguished from its competitors.

Why have a licensing program?  In announcing the formation of the licensing program, a spokesman for the University said, “We felt it was important for the protection and enhancement of the University’s image both in Mississippi and nationally to establish a formal process for approval of the many products marketed with University of Mississippi symbols.”

Do other universities have licensing programs?  Before starting its program, The University of Mississippi did extensive research and found that many other institutions were operating successful licensing programs. Some of these are: UCLA, USC, Texas, Ohio State, Georgia, Florida, Auburn, LSU, Michigan, and Alabama.

What are examples of University of Mississippi trademarks?  The University of Mississippi trademarks may be any artwork or logographic work relating to the presentation of the following: The University of Mississippi, Ole Miss, University Crest, UMAA, UM, the official University seal, and any other design, symbol, art, seal, word, or groups of words that have come to be associated with the University.

What kind of products may be licensed?  Any product will be considered by the University; however, no product will be licensed by the University of Mississippi until it has been reviewed by the Collegiate Licensing Company and the licensing department at the University of Mississippi has approved it.

What happens if a trademark is used without a license?  The University believes that it is in its best interest legally to protect its marks and the image of the institution through this program.
**How can you obtain a license?**  For details concerning licensing, royalties, rates, and procedures contact:

**Campus Office:**  
Contractual Services Management  
Department of Licensing  
107 Paul B. Johnson Commons  
University, MS  38677  
662-915-7445

**EXAMPLES OF UNIVERSITY OF MISSISSIPPI DESIGNS WITH PROPER LICENSING MARKS**
Social Media for Clubs

One reason for social media’s breakout success is its ease of use. Creating a group, page or twitter account only takes only a few minutes, even for those who wouldn’t normally describe themselves as computer savvy. We encourage club leaders to use Facebook and Twitter to build community among members, to reach out to alumni from the area and to promote club events.

Facebook

Facebook Pages

Pages allow real organizations, businesses, celebrities and brands to communicate broadly with people who like them. Pages may only be created and managed by official representatives.

- **Privacy:** Page information and posts are public and generally available to everyone on Facebook.
- **Audience:** Anyone can like a Page to become connected with it and get News Feed updates. There is no limit to how many people can like a Page.
- **Communication:** Page administrators can share posts under the Page’s name. Page posts appear in the News Feed of people who like the Page. Page administrators can also create customized tabs for their Pages and check Page Insights to track the Page’s growth and activity.

Facebook Groups

Groups provide a closed space for small groups of people to communicate about shared interests. Groups can be created by anyone.

- **Privacy:** In addition to an open setting, more privacy settings are available for groups. In secret and closed groups, posts are only visible to group members.
- **Audience:** Group members must be approved or added by other members. When a group reaches a certain size, some features are limited. The most useful groups tend to be the ones you create with small groups of people you know.
- **Communication:** In groups, members receive notifications by default when any member posts in the group. Group members can participate in chats, upload photos to shared albums, collaborate on group docs, and invite all members to group events.

Twitter

Twitter is a real-time information network that connects you to the latest stories, ideas, opinions and news about what you find interesting. Twitter is a great way to publicize club events.

- Your content can be seen by more people.
• Twitter is a great tool for opinion polling.
• Twitter can be automated.
• You can present and participate in group chats.
• Unique profile templates can be used.

**Best Practices:**

**Online communities don’t grow overnight.**
If you decide to create a Group or Page for your club don’t assume it will automatically grow on its own. Check in frequently, respond promptly to questions and welcome new members.

**Avoid message fatigue.**
Facebook/Twitter users will voluntarily join a group, like a page or follow an account. Don’t overwhelm them with constant updates.

**Use discretion when moderating comments or posts.**
We’ve all seen online discussions get out of hand. As the group or page admin you may get called upon to remove a post. Please keep in mind that your group or page does reflect on the University and the Ole Miss Alumni Association. If you have any questions or concerns about moderation comments please contact the Alumni Office.
### Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

See separate instructions for each line. Keep a copy for your records.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Legal name of entity (or individual) for whom the EIN is being requested</td>
</tr>
<tr>
<td>2</td>
<td>Trade name of business (if different from name on line 1)</td>
</tr>
<tr>
<td>3</td>
<td>Executor, administrator, trustee, &quot;care of&quot; name</td>
</tr>
<tr>
<td>4a</td>
<td>Mailing address (room, apt., suite no. and street, or P.O. box)</td>
</tr>
<tr>
<td>5a</td>
<td>Street address (if different) (Do not enter a P.O. box.)</td>
</tr>
<tr>
<td>4b</td>
<td>City, state, and ZIP code (if foreign, see instructions)</td>
</tr>
<tr>
<td>5b</td>
<td>City, state, and ZIP code (if foreign, see instructions)</td>
</tr>
<tr>
<td>6</td>
<td>County and state where principal business is located</td>
</tr>
<tr>
<td>7a</td>
<td>Name of responsible party</td>
</tr>
<tr>
<td>7b</td>
<td>SSN, ITIN, or EIN</td>
</tr>
</tbody>
</table>

Is this application for a limited liability company (LLC) (or a foreign equivalent)?
- Yes
- No

If 8a is "Yes," enter the number of LLC members.

If 8a is "Yes," was the LLC organized in the United States?
- Yes
- No

Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.

- Sole proprietor (SSN)
- Partnership
- Corporation (enter form number to be filed)
- Personal service corporation
- Church or church-controlled organization
- Other nonprofit organization (specify)
- Other (specify)
- Estate (SSN of decedent)
- Plan administrator (TIN)
- Trust (TIN of grantor)
- National Guard
- Farmers' cooperative
- REMIC
- Indian tribal governments/enterprises Group Exemption Number (GEN) if any

If a corporation, name the state or foreign country (if applicable) where incorporated.

Reason for applying (check only one box)
- Started new business (specify type)
- Changed type of organization (specify new type)
- Purchased going business
- Created a trust (specify type)
- Created a pension plan (specify type)
- Banking purpose (specify purpose)
- Compliance with IRS withholding regulations

Date business started or acquired (month, day, year). See instructions.

Highest number of employees expected in the next 12 months (enter _0_ if none).

If no employees expected, skip line 14.

Agricultural | Household | Other

First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year)

Check one box that best describes the principal activity of your business.
- Construction
- Real estate
- Manufacturing
- Finance & insurance
- Other (specify)

Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

Has the applicant entity shown on line 1 ever applied for and received an EIN?
- Yes
- No

If "Yes," write previous EIN here.

Third Party Designee

Designee's name

Designee's telephone number (include area code)

Designee's fax number (include area code)

Address and ZIP code

Designee's fax number (include area code)

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly)

Signature

Date

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 16065N

Form SS-4 (Rev. 1-2010)
**Do I Need an EIN?**

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document. See also the separate instructions for each line on Form SS-4.

<table>
<thead>
<tr>
<th>IF the applicant...</th>
<th>AND...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started a new business</td>
<td>Does not currently have (nor expect to have) employees</td>
<td>Complete lines 1, 2, 4a-6a, 8b-c (if applicable), 9a, 9b (if applicable), and 10-14 and 16-18.</td>
</tr>
<tr>
<td>Hired (or will hire) employees, including household employees</td>
<td>Does not already have an EIN</td>
<td>Complete lines 1, 2, 4a-6a, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10-18.</td>
</tr>
<tr>
<td>Opened a bank account</td>
<td>Needs an EIN for banking purposes only</td>
<td>Complete lines 1-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.</td>
</tr>
<tr>
<td>Changed type of organization</td>
<td>Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership)</td>
<td>Complete lines 1-18 (as applicable).</td>
</tr>
<tr>
<td>Purchased a going business</td>
<td>Does not already have an EIN</td>
<td>Complete lines 1-13 (as applicable).</td>
</tr>
<tr>
<td>Created a trust</td>
<td>The trust is otherwise than a grantor trust or an IRA trust</td>
<td>Complete lines 1-18 (as applicable).</td>
</tr>
<tr>
<td>Created a pension plan as a plan administrator</td>
<td>Needs an EIN for reporting purposes</td>
<td>Complete lines 1, 3, 4a-5b, 9a, 10, and 18.</td>
</tr>
<tr>
<td>Is a foreign person needing an EIN to comply with IRS withholding regulations</td>
<td>Needs an EIN to complete a Form W-8 (other than Form W-8BECI), avoid withholding on portfolio assets, or claim tax treaty benefits</td>
<td>Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.</td>
</tr>
<tr>
<td>Is administering an estate</td>
<td>Needs an EIN to report estate income on Form 1041</td>
<td>Complete lines 1-6, 9a, 10-12, 13-17 (if applicable), and 18.</td>
</tr>
<tr>
<td>Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)</td>
<td>Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons</td>
<td>Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.</td>
</tr>
<tr>
<td>Is a state or local agency</td>
<td>Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581</td>
<td>Complete lines 1, 2, 4a-5b, 9a, 10, and 18.</td>
</tr>
<tr>
<td>Is a single-member LLC</td>
<td>Needs an EIN to file Form 8832, Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes</td>
<td>Complete lines 1-18 (as applicable).</td>
</tr>
<tr>
<td>Is an S corporation</td>
<td>Needs an EIN to file Form 2553, Election by a Small Business Corporation</td>
<td>Complete lines 1-18 (as applicable).</td>
</tr>
</tbody>
</table>

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1. For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, unemployment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

2. However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(b)(5).

3. Do not use the EIN of the prior business unless you become the "owner" of a corporation by acquiring its stock.

4. However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

5. A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

6. Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

7. See also Household employer on page 4 of the instructions. Note. State or local agencies may need an EIN for other reasons, for example, hired employees.

8. See Disregarded entities on page 4 of the instructions for details on completing Form SS-4 for an LLC.

9. An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.
Instructions for Form SS-4
(Rev. January 2011)
Application for Employer Identification Number (EIN)
Use with the January 2010 revision of Form SS-4

Section references are to the Internal Revenue Code unless otherwise noted.

What’s New

EIN operations contact information. Contact information for EIN operations at the Philadelphia Internal Revenue Service Center has changed.
• The phone number to use for Form SS-4 applicants outside of the United States has changed to 1-267-941-1099. See the Note in the Telephone section under How To Apply, later.
• The ZIP code for EIN Operations at the Philadelphia Internal Revenue Service Center now includes a ZIP+4 extension. The revised ZIP code is 19265-0525.
• The Fax-TIN number for EIN Operations at the Philadelphia Internal Revenue Service Center has changed to 1-267-941-1040. See the Where to File or Fax table on page 2.

Federal tax deposits must be made by electronic funds transfer. Beginning January 1, 2011, you must use electronic funds transfer to make all federal tax deposits (such as deposits of employment tax, excise tax, and corporate income tax). Forms 8109 and 8109-B, Federal Tax Deposit Coupon, cannot be used after December 31, 2010. Generally, electronic fund transfers are made using the Electronic Federal Tax Payment System (EFTPS). If you do not want to use EFTPS, you can arrange for your tax professional, financial institution, payroll service, or other trusted third party to make deposits on your behalf. You also may arrange for your financial institution to initiate a same-day wire on your behalf. EFTPS is a free service provided by the Department of Treasury. Services provided by your tax professional, financial institution, payroll service, or other third party may have a fee.

To get more information about EFTPS or to enroll in EFTPS, visit www.eftps.gov or call 1-800-555-4477. Additional information about EFTPS is also available in Publication 966, The Secure Way to Pay Your Federal Taxes.

General Instructions

Use these instructions to complete Form SS-4, Application for Employer Identification Number (EIN). Also see Do I Need an EIN? on page 2 of Form SS-4.

Purpose of Form

Use Form SS-4 to apply for an EIN. An EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. The information you provide on this form will establish your business tax account.

An EIN is for use in connection with your business activities only. Do not use your EIN in place of your social security number (SSN).

Reminders

Apply online. Generally, you can apply for and receive an EIN on IRS.gov. See How To Apply, later.

This is a free service offered by the Internal Revenue Service at IRS.gov.

File only one Form SS-4. Generally, a sole proprietor should file only one Form SS-4 and needs only one EIN, regardless of the number of businesses operated as a sole proprietorship or trade names under which a business operates. However, if a sole proprietorship incorporates or enters into a partnership, a new EIN is required. Also, each corporation in an affiliated group must have its own EIN.

EIN applied for, but not received. If you do not have an EIN by the time a return is due, send your payment to the Internal Revenue Service Center for your filing area as shown in the instructions for the form that you are filing. Make your check or money order payable to the “United States Treasury” and show your name (as shown on Form SS-4), address, type of tax, period covered, and date you applied for an EIN.

Election to file Form 844. Eligible employers may now elect to file Form 844 annually instead of Forms 941 quarterly. See Line 14. Do you want to file Form 844? on page 9 for details.

• For additional information about e-file, visit IRS.gov.
• For additional information about EFTPS, visit www.eftps.gov or call EFTPS Customer Service at 1-800-555-4477, 1-800-733-4829 (TDD), or 1-800-244-4829 (Spanish).

Federal tax deposits. New employers that have a federal tax obligation will be pre-enrolled in EFTPS. EFTPS allows you to make all of your federal tax payments online at www.eftps.gov or by telephone. Shortly after we have assigned you your EIN, you will receive instructions by mail for activating your EFTPS enrollment. You will also receive an EFTPS Personal Identification Number (PIN) that you will use when making your payments, as well as instructions for obtaining an online password.

For more information on federal tax deposits, see Pub. 15 (Circular E), Employer’s Tax Guide.

How To Apply

You can apply for an EIN online, by telephone, by fax, or by mail, depending on how soon you need to use the EIN. Use only one method for each entity so you do not receive more than one EIN for an entity.

Online. Taxpayers and authorized third party designees located within the United States and U.S. possessions can receive an EIN online and use it immediately to file a return or make a payment. Go to the IRS website at www.irs.gov/businesses and click on Employer ID Numbers.

Applicants who apply online have an option to view, print, and save their EIN assignment notice at the end of the session. (Authorized third party designees will receive the EIN, however, the EIN assignment notice will be mailed to the applicant.)

Applicants who are not located within the United States or U.S. possessions cannot use the online application to obtain an EIN. Please use one of the other methods to apply.

Telephone. You can receive your EIN by telephone and use it immediately to file a return or make a payment. Call the IRS at 1-800-829-4933 (toll free). The hours of operation are 7:00 a.m. to 10:00 p.m. local time (Pacific time for Alaska and Hawaii).
The person making the call must be authorized to sign the form or be an authorized designatee. See Third Party Designee and Signature on page 6. Also see the first TIP on page 2.

Note. International applicants must call 1-267-941-1099 (not toll free).

If you are applying by telephone, it will be helpful to complete Form SS-4 before contacting the IRS. An IRS representative will use the information from the Form SS-4 to establish your account and assign you an EIN. Write the number you are given on the upper right corner of the form and sign and date it. Keep this copy for your records.

If requested by an IRS representative, mail or fax the signed Form SS-4 (including any third party designatee authorization) within 24 hours to the IRS address provided by the IRS representative.

Taxpayer representatives can apply for an EIN on behalf of their client and request that the EIN be faxed to their client on the same day. Note. By using this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.

Fax. Under the Fax-TIN program, you can receive your EIN by fax within 4 business days. Complete and fax Form SS-4 to the IRS using the appropriate Fax-TIN number listed below. A long-distance charge to callers outside of the local calling area will apply. Fax-TIN numbers can only be used to apply for an EIN. The numbers may change without notice. Fax-TIN is available 24 hours a day, 7 days a week. Be sure to provide your fax number so the IRS can fax the EIN back to you.

Mail. Complete Form SS-4 at least 4 to 5 weeks before you will need an EIN. Sign and date the application and mail it to the service center address for your state. You will receive your EIN in the mail in approximately 4 weeks. Also see Third Party Designee on page 6.

Call 1-800-829-4933 to verify a number or to ask about the status of an application by mail.

TIP Form SS-4 downloaded from IRS.gov is a fill-in form, and when completed, is suitable for faxing or mailing to the IRS.

Where to File or Fax

If your principal business, office or agency, or legal residence in the case of an individual, is located in:

| One of the 50 states or the District of Columbia | Attn: EIN Operation Cincinnati, OH 45999 | Fax-TIN: 859-569-5760 |
| If you have no legal residence, principal place of business, or principal office or agency in any state or the District of Columbia | Attn: EIN Operation Philadelphia, PA 19255-0525 | Fax-TIN: 267-941-1040 |

How To Get Forms and Publications

Internet. You can download, view, and order tax forms, instructions, and publications at IRS.gov.

Phone. Call 1-800-TAX-FORM (1-800-829-3676) to order forms, instructions, and publications. You should receive your order or notification of its status within 10 workdays.

DVD for Tax Products. For small businesses, return preparers, or others who may frequently need tax forms or publications, a DVD containing over 2,000 tax products (including many prior year forms) can be purchased from the National Technical Information Service (NTIS).


TIP Tax help for your business is available at www.irs.gov/businesses.

Related Forms and Publications

The following forms and instructions may be useful to filers of Form SS-4:

- Form 11-C, Occupational Tax and Registration Return for Wagers.
- Form 637, Application for Registration (For Certain Excise Tax Activities).
- Form 720, Quarterly Federal Excise Tax Return.
- Form 730, Monthly Tax Return for Wagers.
- Form 941, Employer's QUARTERLY Federal Tax Return.
- Form 944, Employer's ANNUAL Federal Tax Return.
- Form 990-T, Exempt Organization Business Income Tax Return.
- Instructions for Form 990-T.
- Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
- Form 1024, Application for Recognition of Exemption Under Section 501(a).
- Schedule C (Form 1040), Profit or Loss From Business (Sole Proprietorship).
- Schedule F (Form 1040), Profit or Loss From Farming.
- Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons.
- Instructions for Form 1065, U.S. Return of Partnership Income.
- Instructions for Forms 1120.
- Form 2290, Heavy Highway Vehicle Use Tax Return.
- Form 2853, Election by a Small Business Corporation.
- Form 2848, Power of Attorney and Declaration of Representative.
- Form 8821, Tax Information Authorization.
- Form 8832, Entity Classification Election.
- Form 8849, Claim for Refund of Excise Taxes.

For more information about filing Form SS-4 and related issues, see:

- Pub. 15 (Circular E), Employer's Tax Guide;
- Pub. 51 (Circular A), Agricultural Employer's Tax Guide;
- Pub. 538, Accounting Periods and Methods;
- Pub. 542, Corporations;
- Pub. 557, Tax-Exempt Status for Your Organization;
- Pub. 583, Starting a Business and Keeping Records;
- Pub. 986, The Secure Way to Pay Your Federal Taxes for Business and Individual Taxpayers;
- Pub. 1635, Understanding Your EIN.

Specific Instructions

Follow the instructions for each line to expedite processing and to avoid unnecessary IRS requests for additional information. Enter “N/A” on the lines that do not apply.

Line 1. Legal name of entity (or individual) for whom the EIN is being requested. Enter the legal name of the entity (or individual) applying for the EIN exactly as it appears on the social security card, charter, or other applicable legal document. An entry is required.

Individuals. Enter your first name, middle initial, and last name. If you are a sole proprietor, enter your individual name, not your business name. Enter your business name on line 2. Do not use abbreviations or nicknames on line 1.

Trusts. Enter the name of the trust as it appears on the trust instrument.

Instr. for Form SS-4 (2011)
Estate of a decedent. Enter the name of the estate. For an estate that has no legal name, enter the name of the decedent followed by "Estate." Partnerships. Enter the legal name of the partnership as it appears in the partnership agreement.

Corporations. Enter the corporate name as it appears in the corporate charter or other legal document creating it.

Plan administrators. Enter the name of the plan administrator. A plan administrator who already has an EIN should use that number.

Line 2. Trade name of business. Enter the trade name of the business if different from the legal name. The trade name is the "doing business as" (DBA) name.

Use the full legal name shown on line 1 on all tax returns filed for the entity. (However, if you enter a trade name on line 2 and choose to use the trade name instead of the legal name, enter the trade name on all returns you file.) To prevent processing delays and errors, use only the legal name (or the trade name) on all tax returns.

Line 3. Executive, administrator, trustee, "care of" name. For trusts, enter the name of the trustee. For estates, enter the name of the executor, administrator, or other fiduciary. If the entity applying has a designated person to receive tax information, enter that person's name as the "care of" person. Enter the individual's first name, middle initial, and last name.

Lines 4a–4b. Mailing address. Enter the mailing address for the entity's correspondence. If the entity's address is outside the United States or its possessions, you must enter the city, province or state, postal code, and the name of the country. Do not abbreviate the country name. If line 3 is completed, enter the address for the executor, trustee, or "care of" person.

Generally, this address will be used on all tax returns.

If the entity is filing the Form SS-4 only to obtain an EIN for the Form 8832, use the same address where you would like to have the acceptance or nonacceptance letter sent.

TIP

File Form 8822, Change of Address, to report any subsequent changes to the entity's mailing address.

Lines 5a–b. Street address. Provide the entity's physical address only if different from its mailing address shown in lines 4a–4b. Do not enter a P.O. box number here. If the entity's address is outside the United States or its possessions, you must enter the city, province or state, postal code, and the name of the country. Do not abbreviate the country name.

Line 5. County and state where principal business is located. Enter the entity's primary physical location.

Lines 7a–b. Name of responsible party. Enter the full name (first name, middle initial, last name, if applicable) and EIN of the entity's responsible party as defined below.

Responsible party defined. For entities with shares or interests traded on a public exchange, or which are registered with the Securities and Exchange Commission, "responsible party" is (a) the principal officer, if the business is a corporation, (b) a general partner, if a partnership, (c) the owner of an entity that is disregarded as separate from its owner (disregarded entities owned by a corporation enter the corporation's name and EIN), or (d) a grantor, owner, or trustee, if a trust.

For all other entities, "responsible party" is the person who has a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage, or direct the entity and the disposition of its funds and assets. The ability to fund the entity or the entitlement to the property of the entity alone, however, without any corresponding authority to control, manage, or direct the entity (such as in the case of a minor child beneficiary), does not cause the individual to be a responsible party.

If the person in question is an alien individual with a previously assigned ITIN, enter the ITIN in the space provided and submit a copy of an official identifying document. If necessary, complete Form W-7, Application for IRS Individual Taxpayer Identification Number, to obtain an ITIN.

You must enter an SSN, ITIN, or EIN on line 7b unless the only reason you are applying for an EIN is to make an entity classification election (see Regulations sections 301.7701-1 through 301.7701-3) and you are a nonresident alien or other foreign entity with no effectively connected income from sources within the United States.

Lines 8a–c. Limited liability company (LLC) information. An LLC is an entity organized under the laws of a state or foreign country as a limited liability company. For federal tax purposes, an LLC may be treated as a partnership or corporation or be disregarded as an entity separate from its owner. By default, a domestic LLC with only one member is disregarded as an entity separate from its owner and must include all of its income and expenses on the owner's tax return (for example, Schedule C (Form 1040)). Also by default, a domestic LLC with two or more members is treated as a partnership. A domestic LLC may file Form 8832 to avoid either default classification and elect to be classified as an association taxable as a corporation. For more information on entity classifications (including the rules for foreign entities), see the instructions for Form 8832.

If the answer to line 8a is "Yes," enter the number of LLC members. If the LLC is owned solely by a husband and wife in a community property state and the husband and wife choose to treat the entity as a disregarded entity, enter "1" on line 8b.

Do not file Form 8832 if the LLC accepts the default classifications above. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832. See the instructions for Form 2553.

Line 9a. Type of entity. Check the box that best describes the type of entity applying for an EIN. If you are an individual with an ITIN previously assigned to you, enter the ITIN in place of a requested SSN.

This is not an election for a tax classification of an entity. See Disregarded entities on page 4.

Sole proprietor. Check this box if you file Schedule C, or Schedule F (Form 1040) and have a qualified plan, or are required to file e-file, employment, alcohol, tobacco, or firearms returns, or are a payer of gambling winnings. Enter your SSN (or ITIN) in the space provided. If you are a nonresident alien with no effectively connected income from sources within the United States, you do not need to enter an SSN or ITIN.

Corporation. This box is for any corporation other than a personal service corporation. If you check this box, enter the income tax form number to be filed by the entity in the space provided. If you entered "1120S" after the "Corporation" checkbox, the corporation must file Form 2553 no later than the 15th day of the 3rd month of the tax year the election is to take effect. Until Form 2553 has been received and approved, you will be considered a Form 1120filer. See the instructions for Form 2553.

Personal service corporation. Check this box if the entity is a personal service corporation. An entity is a personal service corporation for a tax year only if:

• The principal activity of the entity during the testing period (prior tax year) for the tax year is the performance of personal services substantially by employee-owners, and
• The employee-owners own at least 10% of the fair market value of the outstanding stock in the entity on the last day of the testing period.

Personal services include performance of services in such fields as health, law, accounting, or consulting. For more
**TIP**

For employers in the U.S. possessions, generally, if you pay $6,536 or less in wages subject to social security and Medicare taxes, you are likely to pay $1,000 or less in employment taxes.

For more information on employment taxes, see Pub. 15 (Circular E); or Pub. 51 (Circular A) if you have agricultural employees (farmworkers).

**Line 15. First date wages or annuities were paid.** If the business has employees, enter the date on which the business began to pay wages or annuities. For foreign applicants, this is the date you began to pay wages in the United States. If the business does not plan to have employees, enter “N/A.”

**Withholding agent.** Enter the date you began or will begin to pay income (including annuities) to a nonresident alien. This also applies to individuals who are required to file Form 1042 to report alimony paid to a nonresident alien. For foreign applicants, this is the date you began or will begin to pay income (including annuities) to a nonresident alien in the United States.

**Line 16.** Check the box on line 16 that best describes the principal activity of the applicant’s business. Check the “Other” box (and specify the applicant’s principal activity) if none of the listed boxes applies. You must check a box.

**Construction.** Check this box if the applicant is engaged in erecting buildings or engineering projects (for example, streets, highways, bridges, tunnels). The term “Construction” also includes special trade contractors (for example, plumbing, HVAC, electrical, carpentry, concrete, excavation, etc. contractors).

**Real estate.** Check this box if the applicant is engaged in renting or leasing real estate to others; managing, selling, buying, or renting real estate for others; or providing related real estate services (for example, appraisal services). Also check this box for mortgage real estate investment trusts (REITs). Mortgage REITs are engaged in issuing shares of funds consisting primarily of portfolios of real estate mortgage assets with gross income of the trust derived from interest earned.

**Rental and leasing.** Check this box if the applicant is engaged in providing tangible goods such as autos, computers, consumer goods, or industrial machinery and equipment to customers in return for a periodic rental or lease payment. Also check this box for equity real estate investment trusts (REITs). Equity REITs are engaged in issuing shares of funds consisting primarily of portfolios of real estate assets with gross income of the trust derived from rental real property.

**Manufacturing.** Check this box if the applicant is engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products. The assembling of component parts of manufactured products is also considered to be manufacturing.

**Transportation & warehousing.** Check this box if the applicant provides transportation of passengers or cargo; warehousing or storage of goods; scenic or sight-seeing transportation; or support activities related to transportation.

**Finance & insurance.** Check this box if the applicant is engaged in transactions involving the creation, liquidation, or change of ownership of financial assets and/or facilitating such financial transactions; underwriting annuities/insurance policies; facilitating such underwriting by selling insurance policies; or by providing other insurance or employee-benefit related services.

**Health care & social assistance.** Check this box if the applicant is engaged in providing physical, medical, psychiatric care or providing social assistance activities such as youth centers, adoption agencies, individual/family services, temporary shelters, day care, etc.

**Accommodation & food services.** Check this box if the applicant is engaged in providing customers with lodging, meal preparation, snacks, or beverages for immediate consumption.

**Wholesale—agent/broker.** Check this box if the applicant is engaged in arranging for the purchase or sale of goods owned by others or purchasing goods on a commission basis.
for goods traded in the wholesale market, usually between businesses.

**Wholesale—other.** Check this box if the applicant is engaged in selling goods in the wholesale market generally to other businesses for resale on their own account, goods used in production, or capital or durable nonconsumer goods.

**Retail.** Check this box if the applicant is engaged in selling merchandise to the general public from a fixed store; by direct, mail-order, or electronic sales; or by using vending machines.

**Other.** Check this box if the applicant is engaged in an activity not described above. Describe the applicant’s principal business activity in the space provided.

**Line 17.** Use line 17 to describe the applicant’s principal line of business in more detail. For example, if you checked the “Construction” box on line 16, enter additional detail such as “General contractor for residential buildings” on line 17. An entry is required. For mortgage REITs indicate mortgage REIT and for equity REITs indicate what type of real property is the principal type (residential REIT, nonresidential REIT, miniwarehouse REIT).

**Line 18.** Check the applicable box to indicate whether or not the applicant entity applying for an EIN was issued one previously.

**Third Party Designee.** Complete this section only if you want to authorize the named individual to receive the entity’s EIN and answer questions about the completion of Form SS-4. The designee’s authority terminates at the time the EIN is assigned and released to the designee. You must complete the signature area for the authorization to be valid.

**Signature.** When required, the application must be signed by (a) the individual, if the applicant is an individual, (b) the president, vice president, or other principal officer, if the applicant is a corporation, (c) a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization, or (d) the fiduciary, if the applicant is a trust or an estate. Foreign applicants may have any duly-authorized person (for example, division manager) sign Form SS-4.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to comply with section 6109 and the regulations thereunder, which generally require the inclusion of an employer identification number (EIN) on certain returns, statements, or other documents filed with the Internal Revenue Service. If your entity is required to obtain an EIN, you are required to provide all of the information requested on this form. Information on this form may be used to determine which federal tax returns you are required to file and to provide you with related forms and publications.

We disclose this form to the Social Security Administration (SSA) for their use in determining compliance with applicable laws. We may give this information to the Department of Justice for use in civil and/or criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, and to federal law enforcement and intelligence agencies to combat terrorism.

We will be unable to issue an EIN to you unless you provide all of the requested information that applies to your entity.

Providing false information could subject you to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recordkeeping</td>
<td>8 hrs., 35 min.</td>
</tr>
<tr>
<td>Learning about the law or the form</td>
<td>42 min.</td>
</tr>
<tr>
<td>Preparing, copying, assembling, and sending the form to the IRS</td>
<td>52 min.</td>
</tr>
</tbody>
</table>

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, IR-6526, 1111 Constitution Avenue, NW, Washington, DC 20224. Do not send the form to this address. Instead, see Where to File or Fax on page 2.
Addendum H

The ____________ Ole Miss Club

Balance Sheet
June 30, ______ and June 30, ______

<table>
<thead>
<tr>
<th>ASSETS:</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash - checking account - ____________ Bank</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Cash - savings account - ____________ Bank</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Investments - scholarship funds - ____________ Bank</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Receivable from sponsors and/or donors</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Supplies, banners, signs</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Total assets</td>
<td>$___________</td>
<td>$___________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES &amp; FUND BALANCE:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable - vendors</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Payable to University and/or scholarship winners – scholarship awards</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Fund balance</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$___________</td>
<td>$___________</td>
</tr>
</tbody>
</table>

Prepared and submitted by (signature) ____________________________, Treasurer Date __________
Approved by (signature) ____________________________, President Date __________
Received/accepted by (signature) ____________________________, Alumni Affairs Rep. Date __________
Addendum I

The ____________ Ole Miss Club

Year – End Financial Statements
Period Ending June 30, ______ and June 30, ______

<table>
<thead>
<tr>
<th>INCOME:</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions</td>
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<tr>
<td>Alumni Meeting Fee</td>
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<tr>
<td>Scholarship Program</td>
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<tr>
<td>Golf Tournament</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raffle/Auction</td>
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<td></td>
</tr>
<tr>
<td>Sub-Total</td>
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<td></td>
</tr>
<tr>
<td>Other Special Functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Operations</td>
<td></td>
</tr>
<tr>
<td>Rent (facility)</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
</tr>
<tr>
<td>Newsletter Production</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
</tr>
<tr>
<td>Meeting Cost</td>
<td></td>
</tr>
<tr>
<td>Scholarship Awarded</td>
<td></td>
</tr>
<tr>
<td>Golf Tournament</td>
<td></td>
</tr>
<tr>
<td>Raffle/Auction</td>
<td></td>
</tr>
<tr>
<td>Other Special Functions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
</tr>
</tbody>
</table>

| INCOME OVER EXPENSES:    |      |
| Fund Balance at the Beginning of the Year (July 1, _____) |      |
| Fund Balance at the End of the Year (June 30, _____) |      |

Prepared and submitted by (signature) __________________________, Treasurer     Date ______
Approved by (signature) ____________________________, President       Date ______
Received/accepted by (signature) ____________________________, Alumni Affairs Rep. Date ______
Club Meeting Check List

Meeting date: ____________

Meeting location: ________________________________________

Speakers: _____________________________________________________

Time of meeting: __________

Caterer: ____________________________

Cost to attend: _________

Room set-up:

- Podium
- Microphone/PA (wireless microphones are preferred)
- Tables
- Chairs
- Linens-No burgundy, purple or gold
- Name tags-Provided by Alumni Association
- Alumni Association’s tables (2) for literature
- Silent auction table
- Sign-in table
- Decorations
- Change Bag