**Wisconsin Statute 440.41 states:**
"Every charitable organization (unless exempt) -- which intends to solicit contributions from persons in this state by any means whatsoever shall, prior to any solicitation, file with the department (Department of Regulation & Licensing) upon forms prescribed by it …"

**Exemption From Registering**
The following persons shall not be required to register with the department …
(c) Any Charitable organization which does not intend to solicit and receive and does not actually receive contributions in excess of $5,000 during any 12-month period ending December 31 of any year, providing all of its fund raising functions are carried on by persons who are unpaid for such services …"

**Who Must Register**
In general, 4-H organizations that meet the following condition must register with the Department of Regulation & Licensing:
An organization planning to solicit and receive contributions in excess of $5,000 during any 12-month calendar or the organization's fiscal year. NOTE: An organization not intending to generate contributions in excess of $5,000 during a 12-month calendar or fiscal year, however, ends up doing so, must register with the Department of Regulation & Licensing within 30 days after the date it has received contributions in excess of $5,000.

Information on Charitable Organizations can be found on the Wisconsin Department of Regulation and Licensing Website: [http://165.189.60.145/profession.asp?profid=85&locid=0](http://165.189.60.145/profession.asp?profid=85&locid=0). Organizations meeting the registration condition should request a Charitable Organization Registration Statement from the Department of Regulation & Licensing: [http://165.189.60.145/prof_docs_list.asp?profid=85&locid=0](http://165.189.60.145/prof_docs_list.asp?profid=85&locid=0). A helpful FAQ is located at: [http://drl.wi.gov/prof_practice_fags.asp?profid=85&locid=0](http://drl.wi.gov/prof_practice_fags.asp?profid=85&locid=0)

**Reporting Requirements of Registered Organizations**
Once an organization is registered with the state, it must prepare annual reports, using forms prescribed by the Department of Regulation & Licensing. The annual report must be submitted within six months after the close of each 12-month calendar or fiscal year. Form 308 is located at: [http://165.189.60.145/prof_docs_list.asp?profid=85&locid=0](http://165.189.60.145/prof_docs_list.asp?profid=85&locid=0)

In addition to filing a financial report no later than six months after the end of the fiscal year, an organization is required to renew its registration every year and pay a $15 renewal fee.

**For additional information contact:**
Wisconsin Department of Regulation and Licensing
Charitable Organizations
1400 E. Washington Ave., P.O. Box 8935
Madison, WI 53708-8935
Phone (608) 266-2112, FAX (608) 267-3816
E-Mail [web@drl.state.wi.us](mailto:web@drl.state.wi.us), Website [www.drl.state.wi.us](http://www.drl.state.wi.us)