

Connect.

Engage.

Inspire.



WAI Chapters: Provisional to Official Chapter Guidance





WAI Nigeria Chapter

Learn about WAI Chapters and Operations with the 2025 Chapter Handbook





WAI Stars of the North Chapter

Step 1:

Download the NEW Provisional to Official Module for a complete toolkit to take your Chapter to the next level!



From Provisional to Official- Step 1

Obtain Federal Employer Identification Number (EIN) from IRS (U.S. Chapters) Obtaining an Employer Identification Number for an Exempt Organization | Internal Revenue Service (irs.gov)



The screenshot shows the IRS website page for obtaining an EIN for an exempt organization. The URL in the browser is <https://www.irs.gov/charities-non-profits/obtaining-an-employer-identification-number-for-an-exempt-organization>. The page features the IRS logo and navigation links for Help, News, English, Charities & Nonprofits, and Tax Pros. The main navigation bar includes File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The breadcrumb trail is Home / File / Charities and Nonprofits / Obtaining an Employer Identification Number for an Exempt Organization. The main heading is "Obtaining an Employer Identification Number for an Exempt Organization". A sidebar on the left lists categories: Individuals, Businesses and Self-Employed, Charities and Nonprofits (highlighted), Exempt Organization Types, Lifecycle of an Exempt Organization, Annual Filing and Forms, Charitable Contributions, Search for Charities, and Education Sessions. The main content area is titled "How do I get an Employer Identification Number (EIN) for my organization?" and provides instructions on how to apply for an EIN online, by fax, by mail, or by phone. It also includes a note about the automatic revocation of tax-exempt status if a return is not filed for three consecutive years.

<https://www.irs.gov/charities-non-profits/obtaining-an-employer-identification-number-for-an-exempt-organization>

An official website of the United States Government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Charities and Nonprofits / Obtaining an Employer Identification Number for an Exempt Organization

Obtaining an Employer Identification Number for an Exempt Organization

Individuals

Businesses and Self-Employed

Charities and Nonprofits

- Exempt Organization Types
- Lifecycle of an Exempt Organization
- Annual Filing and Forms
- Charitable Contributions
- Search for Charities
- Education Sessions

How do I get an Employer Identification Number (EIN) for my organization?

You can apply for an EIN [online](#), by fax, by mail. International applicants may apply by phone. See the [instructions for Form SS-4, Application for Employer I.D. Number \(PDF\)](#), for further details.

Third parties can receive an EIN on a client's behalf by completing the Third Party Designee section and obtaining the client's signature on Form SS-4. This avoids having to file a [Form 2848, Power of Attorney](#) or [Form 8821, Tax Information Authorization](#) to get an EIN for their client.

Note: Don't apply for an EIN until your organization is legally formed. Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years. When you apply for an EIN, we presume you're legally formed and the clock starts running on this three-year period.



From Provisional to Official- Step 2

Incorporate chapter in your state, province, or country as a non-profit organization.

Sample Articles of Incorporation are included in the WAI Chapters: Provisional to Official Chapter Guidance Module.

- Tailor the Articles of Incorporation to your specific Chapter.
- WAI strongly recommends consulting legal and tax professionals in your state, province, or country to ensure that Chapter Incorporation is done per the specific requirements of your location.

*WAI staff members are not experts in local non-profit organization requirements.



From Provisional to Official- Step 3

Prepare Chapter Bylaws

Sample Bylaws are included in the WAI Chapters: Provisional to Official Chapter Guidance Module.

- Tailor the sample Bylaws to your specific Chapter.
- Keep the Bylaws simple, ensure that they meet the needs of your membership.



From Provisional to Official- Step 4

Obtain tax-exempt status – You may ONLY organize under the WAI Group Ruling (i.e. you won't need to obtain your own 501(c)3) or covered by your school/college/university as a non-profit student organization.

- To organize under the WAI Group Ruling, please complete the *Authorization for Inclusion in Group Tax Exemption* found in the WAI Chapters: Provisional to Official Chapter Guidance Module.
- To organize under your school/college/university, please refer to Chapter 4.7 and 4.8 of the 2025 Chapter Handbook and complete Student/Collegiate letter found in the WAI Chapters: Provisional to Official Chapter Guidance Module.



From Provisional to Official- Step 5

- Elect Chapter Officers
- 6 Required Chapter Officers also serve as the Board of Directors for the Chapter.
 - Every Chapter MUST HAVE and MAINTAIN:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Membership Chairperson
 - Outreach Chairperson
- ALL officers must first be members of Women in Aviation International



From Provisional to Official- Step 5



- Chapters must maintain a minimum number of active members to remain in good standing.
 - International Chapters: 6 active WAI members
 - Student Chapters: 6 active WAI members and an advisor affiliated with the school who is also an active WAI member
 - Standard U.S. Chapters: 10 active WAI members
- ALL members must first be members of Women in Aviation International



From Provisional to Official- Step 6

Two objectives must be met annually:

- Membership Event
- Outreach Event


Plan and host or participate in a community or educational outreach event as well as a Chapter and organization membership drive event. These can be separate events, or an “all in one” event.



From Provisional to Official- Step 6

Prepare and submit Official Chapter Application

- Complete the Official Chapter Formation Checklist
- Submit \$150 Official Chapter Application Fee
- Email to Jessi Litz-Rowden at jrowden@wai.org

A decorative graphic in the top left corner showing a globe with an airplane flying over it.

By starting a WAI chapter, you are putting into motion a support system that can benefit women and their aviation careers for years to come. There's a bit of work involved, but the payoff is instant in the camaraderie you'll share with like-minded individuals whose passion for aviation and aerospace matches yours!



Download the NEW Chapter Operations Module for additional tools to lead a WAI Chapter in your Community!



WAI Northern Colorado Chapter



Questions or Need Help?



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