

4-H Chartering Checklist for Your 4-H Club

4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.

Please complete this checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. The charter checklist must be reviewed every year to assure a club's continued compliance with the 4-H criteria.

Name of 4-H Club _____ EIN # __ - ____ - ____ (9 digits)

Name of Contac Advisor _____

Address of Contact Advisor _____

Criteria – Advisors to mark (x) the appropriate box	We met requirements	We need to work on
All of our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
Our 4-H club has at least five youth members from three different families.		
The name of our 4-H club was approved through the County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has a current constitution.		
Our club has elected officers.		
Our club agrees to provide a welcoming and safe environment for all club members.		
Our club plans a series of experiential learning experiences for club members.		
Our club agrees to follow all national, state and county 4-H policies and procedures.		
Our club agrees to maintain and state 4-H guidelines for fundraising.		
Our club agrees to maintain its own Taxpayer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 each tax year.		
Our club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our club agrees to submit a financial report at the end of each club program year.		
Upon dissolution of this club, we agree that any assets will be distributed for a tax exempt purpose.		



Additional comments from club Advisor(s)

Advisor's Signature _____ Date _____

Reviewer comments

Extension Professional's Signature

Date

Charter
Granted
(Circle one)

Charter
Denied
(Circle one)

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