

Ohio 4-H Charter Checklist

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 Club criteria.

Name of 4-H Club _____ EIN On File

Name of Contact Advisor _____

Address of Contact Advisor _____

| Criteria – Advisors to mark (x) the appropriate box: | Requirements Met | Not Met |
|---|------------------|---------|
| 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 4-H club constitution. | | |
| Our club has elected officers. | | |
| Our 4-H club agrees to provide a welcoming and safe environment for all club members. | | |
| Our 4-H club plans a series of experiential learning experiences for club members. | | |
| Our 4-H club agrees to follow all national, state and county 4-H policies and procedures. | | |
| Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem. | | |
| Our club agrees to follow national and state 4-H guidelines for fundraising. | | |
| Our club agrees to submit the Ohio 4-H Yearly Financial Summary at the end of each club program year. | | |

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|---|--------------------|-------------------|
| Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation. | | |
| Our club agrees to obtain its own Taxpayer Identification Number (EIN/TIN), submit an Ohio 4-H Group Tax Exemption Authorization form and provide the current 4-H club contact name and address to the County Extension Office so that the IRS 990 Filing can be completed by May 15 each 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: | Circle One | |
| | Charter Granted | Charter Denied |
| Extension Professional's Signature/Date | | |

Revised 10/15/17