

# 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 # \_\_ - \_\_\_\_ - \_\_\_\_ (9 digits)

Name of Contact Advisor \_\_\_\_\_

Address of Contact Advisor \_\_\_\_\_

<b>Criteria – Advisors to mark (x) the appropriate box:</b>	<b>Requirements Met</b>	<b>Not Met</b>
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 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 maintain its own Taxpayer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 each tax year.		
Our 4-H 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	Circle One	
	Charter Granted	Charter Denied

Revised 2/2012