

OHIO STATE UNIVERSITY EXTENSION

Ohio 4-H Chartering Checklist for Shelby County 4-H Clubs **MUST COMPLETE AND RETURN BY MAY 1**

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

Please complete this checklist and submit for review by the Shelby County Extension 4-H Educator. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to the 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted a charter. The charter checklist must be submitted and reviewed every year to assure a club's continued compliance with the 4-H club criteria.

Name of 4-H Club: _____ Date: _____

4-H Club's EIN number: _____ Contact Advisor: _____

Advisor Address: _____ City: _____ Zip: _____

Criteria – Advisors to mark (x) the appropriate box:	Requirement Met	Not Met
All of our adult club volunteers were approved through the Ohio 4-H Volunteer Selection Process.		
<u>Our 4-H club has a minimum of five members from three different families.</u>		
The name of our 4-H club was approved through the Shelby County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has a current constitution on file with the Shelby County Extension Office.		
Our club has elected officers. (<i>min. President, Vice President, Secretary Treasurer</i>)		
Our 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.		
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, state and county 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, 2015 for the 2014 tax year and provide a copy to the Shelby County Extension Office by May 20, 2015 .		
Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our 4-H club completed and submitted a yearly financial summary of the club's 2014 finances to the Shelby County Extension Office by January 31, 2015 .		
Upon dissolution of this club, we agree that any assets will be distributed for a tax exempt purpose.		
Additional Comments from Volunteer: 4-H Club Volunteer Signature & Date: _____		
Reviewer Comments: Extension 4-H Educator Signature & Date: _____	Circle One Charter Granted Charter Denied	

Please return to the OSU Extension, Shelby County Extension Office by May 1.

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shelby.osu.edu

