

2023 4-H Chartering Checklist for Your 4-H Club

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 Headquarters 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.

Clubs that meet these minimum requirements will be granted a charter for a period of one year. Charters must be renewed every year from the date of issue.

Name of 4-H Club _____ EIN# _____

Name of Advisor completing this checklist _____ Date _____

Address of Main Contact Advisor _____ Date _____

Criteria – Advisors to mark (x) the appropriate box:	We Met Requirements	We need to work on
All of our Adult Club volunteers were approved through the Ohio Volunteer Selection Process.		
Our 4-H club has at least FIVE youth members from THREE different families. Three members must be project age 8 and in the third grade by January 1 st .		
The name of our 4-H club was approved through the County Extension office.		
Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
Our club plans to conduct a minimum of EIGHT regular club meetings per year.		
Our 4-H club plans a series of experiential learning experiences for club members.		
Our club has elected officers.		
Our 4-H club agrees to follow 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). OSUE will 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. (Due January 31, 2023)		
Upon dissolution of this club, we agree that any assets will be distributed for tax-exempt purposes.		
All club advisors must attend one of the county 4-H update sessions.		
All club advisors must complete the 1.50 training by March 15, 2023.		
Our club plans to submit our club meeting attendance for advisors and members to the OSU Extension office by July 1, 2023		
Our club will submit a NEW club constitution to the OSU Extension office by March 15, 2023. (Bylaws are optional)		
Additional Comments from Club Advisor(s):		
Advisor's Signature/Date		
Reviewer Comments:	Circle One	
Extension Professional's Signature/Date	Charter Granted	Charter Denied

<i>Office use</i>	New Charter issued on:	Renewal of charter will occur on:
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Return charter by March 15, 2023