



### 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 and submitted 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 \_\_\_\_\_

Criteria – Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
All 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 of which at least three are at least 8 and enrolled in the third grade of age 9 and above regardless of grade level.		
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 reviewed the current constitution with the membership and a current copy is on file with the Extension Office.		
Our club has elected officers.		
Our club agrees to maintain accurate meeting minutes and financial reports.		



Criteria – Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
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.		
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 Tax ID/Employer Identification Number, 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 to follow Ohio 4-H policies for disbanding, dividing or departing.		
Additional Comments from Club Advisor(s):		
Advisor’s Signature/Date		
Reviewer Comments:	<b>Circle One</b>	
	Charter Granted	Charter Denied
Extension Professional’s Signature/Date		

