4-H CLUB ADVISOR
CHECKLIST of ESSENTIAL CLUB MATERIALS

April 1st
• 4-H Member Enrollment completed through 4HOnline
• Attend annual advisor training update training (January – March)
• Members enrolling between April 2nd and LATE deadline must complete printed form, with Advisor submitting form to the Extension Office by stated late deadline
• Each advisor must have submitted BCI background check every four years, as requested
• Complete OSU Policy 1.50: Child Abuse & Neglect Training annually (in-person / online)
• Update Advisor information during re-enrollment in 4HOnline
• 4-H Club Constitution and Bylaws (each time change is made to original document)
• Submit 4-H Club Charter Checklist (annually)
• Submit Across County Line Form (members living outside of Licking County – submitted once in membership career)
• Tax Exempt Authorization Form (due only once, during first year of club’s existence)
• Hand Gun Permission Forms (if applicable) (should be kept on hand by participant and instructor)

May 1st
• Participation Fees Due
  o $5 / member (Cloverbuds excluded). Check should be made payable to Licking County 4-H Committee. Check must be mailed to 4-H Committee Treasurer (Sally Schaad, P.O. Box 658, Granville, OH 43023).

May 15th
• File E-990 E-Postcard (Filed annually by OSUE staff)
  o If any tax-related mailings are received, submit copy to Extension Office immediately
  o Adrienne Anderson serves as primary contact for IRS-related materials in Licking County

December 1st
• Submit 4-H Club Financial Summary Form
• 4-H Club Inventory Form
  o List all items owned by the club, if the clubs owns equipment and materials greater than $50

Documentation Required to be a Club in Good Standing...
  – Authorized 4-H Club Name – approved by County Extension Office
  – EIN assigned by IRS, reported to Extension Office
  – Tax Exempt Authorization Form
  – Elected Officers / Hold at least six meetings annually
  – Constitution and Bylaws
  – Charter Certificate (issued by the Extension Office)
  – Annual Charter Checklist
  – Annual Financial Summary
  – Maintain IRS / tax-related materials, share copies with Extension Office

licking.osu.edu

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES