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)
- 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)
- Handgun Permission Forms - Pistol (if applicable) (should be kept on hand by participant and instructor)

May 1st
- Participation Fees Due
    - $5 / member (Cloverbuds excluded). Check should be made payable to Licking County 4-H Committee. Check must be mailed to 4-H Committee Treasurer (Tim Beltz, 8533 Martinsburg Road, St. Louisville, OH 43071).

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

September 1st
- Honor Club Application due to the Extension Office

October 1st
- Audit materials must be submitted by those designated clubs – check with Extension Office, if unsure.

December 1st
- Submit 4-H Club Financial Summary Form and 4-H Clubs and Committees Annual Financial Review & Audit Form
- 4-H Club Inventory Form
    - 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 (first year as a club)
- EIN assigned by IRS, reported to Extension Office (first year as a club)
- Tax Exempt Authorization Form (first year as a club)
- Elected Officers / Hold at least six meetings annually
- Constitution and Bylaws (most recent version on file with Extension Office)
- Charter Certificate (issued by the Extension Office at conclusion of first year as a club)
- Annual Charter Checklist (submit annually)
- Annual Financial Summary (submit annually)
- Maintain IRS / tax-related materials, share copies with Extension Office
- Maintain a checking or savings account through a local bank

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