

4-H CLUB ADVISOR CHECKLIST of ESSENTIAL CLUB MATERIALS

April 1st

- 4-H Member Enrollment completed through 4HOnline; with printed forms submitted to Extension Office for any forms received between April 2nd and late enrollment 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)
- Submit Activities and Programs with Minor Participants – Policy 1.50 Form – annually
- Update Advisor information in 4HOnline
- 4-H Club Constitution and Bylaws (each time change is made to original document)
- 4-H Club Charter Checklist (annually)
- Cross County Line Forms (For those members living outside of Licking County)
- Tax Exempt Authorization Form (due only once, during first year of existence)
- Dog Project Member Permission Forms (if applicable)
- Horse Project Member Permission Forms (if applicable)
- Shooting Sports Project Member Health Forms and Hand Gun Permission Forms (if applicable)

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.

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

December 1st

- Submit 4-H Club Financial Summary Form
- 4-H Club Inventory Form
 - List all items owned by the club, if the club 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
- 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

