

2024 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 Washington 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 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
1) All of our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
2) Our 4-H club has at least five youth members from three different families		
3) The name of our 4-H club was approved through the County Extension Office.		
4) Our club plans to conduct a minimum of six regular club meetings per year.		
5) Our club has a current constitution.		
6) Our club has elected officers.		
7) Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
8) Our 4-H club plans a series of experiential learning experiences for club members.		
9) Our 4-H club agrees to follow all national, state and county 4-H policies and procedures.		
10) Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
11) Our club agrees to follow national and state 4-H guidelines for fundraising.		
12) Our club agrees to maintain its own Taxpayer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 each tax year.		
13) Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.		
14) Our club agrees to submit a financial report at the end of each club program year.		
15) Upon dissolution of this club, we agree that any assets will be distributed for a tax exempt purpose.		
Advisor's Signature:	Date:	
Extension Professional Signature:	Charter Approved: YES or NO	

This Chartering Checklist must be submitted to the Washington County Extension Office **by January 26**

Revised 1/12/2022



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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