

2025 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) | | |
| 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 for the OSU Extension to complete the annual IRS 990 filing | | |
| 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 24, 2025

Revised 1/12/2022

