### 4-H ADVISOR'S CHECKLIST OF ESSENTIAL CLUB

### **MATERIALS**

### **Due by January 31st**

New 4-H Volunteer Applications

### Due by February 15th

4-H Volunteer Background Checks

### Due by March 1st

- ❖ 4-H Club Status Report
- Confirmation that Advisor Contact Information is correct on Club Directories (annually)
- Elected Officers Sheet
- ❖ Volunteer Roster Sheet
- 4-H Club Yearly Financial Summary (annually)
  - Submit Hard Copy to the Extension Office
- 4-H Club Inventory Form (annually)
- 4-H Club Constitution and Bylaws (only once)
- 4-H Club Charter Checklist (annually)
- Cross County Line Forms (for any new cross county members) (only once)
- ❖ Tax Exempt Authorization Form (due only once, during first year of existence)
- ❖ IRS EIN Verification Letter (letter from IRS with EIN listed)(for any new EINs)

## Due by April 1st

- 4-H Member and Advisor Enrollment Forms submitted online at oh.4honline.com (annually)
  - o DO NOT CREATE A NEW LOGIN unless you are a **new** family.
- Final 4-H Project Book Orders Due
  - o Payment Must Be Received at Time of Order. Books cannot be picked up until paid for.

# **Documentation Required to be a Club in Good Standing:**

- ❖ Authorized 4-H Club Name (approved by County Extension Office)
- EIN assigned by IRS
- Tax-Exempt Authorization
- Constitution and Bylaws
- Charter Certificate (issued by the Extension Office)
- Annual Charter Checklist
- Annual Financial Summary
- All Outstanding Bills Must Be Paid in Full



### 2024 4-H Club Status DUE: March 1st

OSU Extension – Jackson County 17 Standpipe Road, Jackson, OH 45640

Email: <u>allman.68@osu.edu</u> Phone: (740) 286-5044

Complete this page and mark any corrections /changes on the attached 4-H Volunteer Roster. 1) Club Name: 2) Head Advisor: Phone Number to be given out for Main Contact for new members: Email to be given out for Main Contact for new members: Cell/Main Contact Number for Office Text YES or NO If No Texting.....is there another advisor in your club that would be willing to receive important text alerts? Email contact for Office \_\_\_\_\_ 3) We have room for \_\_\_\_\_ new members. (number of) 4) Will your Club take Cloverbuds? Yes No Only with older sibling. 5) What day of the week does your Club meet? Meeting Time: 6) Where do you meet? (Please list building name, address, AND city. If you rotate to member homes, put "rotate") 7) Major Project Focus Areas of your club? \_\_\_\_\_\_ Club Advisor Special Interests: 8) Does your Club have a Facebook page/group? yes no Name of Club Facebook Group/Page: 9) Review and revise Your Volunteer Re-Enrollment Forms carefully by April 15th. All New Advisors Must Contact the Extension Office by March 1st and Complete the New Volunteer Interview, Orientation and Screening Process by April 15th Other comments or ideas for our County 4-H Program?

# **Advisors and Officers**





# **Advisors**

Name of Advisor	Leadership Area	Phone	E-mail

# **Officers**

Member Name	Office Held	Phone	E-mail	

### OHIO STATE UNIVERSITY EXTENSION

### **Ohio 4-H Club/Affiliate Yearly Financial Summary**

### Due March 1st

Program Year Club,	/Affiliate Name	=_				
Bank Name	EIN		Account Number			
Bank Address						
Bank City/ST/Zip						
Type of Account (select one):Cl	necking	;	SavingsOther (please list)			
Who is authorized to sign your checks? (must have at least one name, preferrably two names)						
Beginning Account Balance as of Jan. 1 (should match bank statement)						
<b>Description</b> (fundraiser, dues, etc.)	Amount	CC	pme (please list)  Description (fundraiser, dues, etc.)	Amount		
Description (fundraiser, dues, etc.)	Amount		Description (fundraiser, dues, etc.)	Amount		
Total Income						
Club/Affiliate Expenses						
Description	Amount		Description	Amount		
(books, program fees, etc.)			(books, program fees, etc.)			
Total Expenses						
Ending Account Balance as of Dec. 31 (should match bank statement)						
Name of person completing form						

**4-H Club Equipment Inventory** (Shooting Sports, Horse Show, Dog Agility Equipment, Etc.)

lub Name		De	Date	-	
ddress where	ddress where items are stored			ı	
Number	ltem	Description	Serial #	Value	Total
Ex. 1	22 Caliber Rifle	Marlin	123456L	\$129.00	\$129.00
			[ 2 <sub>0</sub>	, se , se , g	
		>			
		То	Total Value of 4-H Club Equipment	Equipment	s

Signature
Note: Please complete, sign and submit with Club's annual financial/audit report.

Title

### **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 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.

with the 4-11 Club Chiena.			
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
All of our adult club volunteers are approved through the Ohio 4-1 Volunteer Selection Process.	Н		41547.5

Criteria – Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
All of our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		185-185-185 NT
Our 4-H club has at least five youth members from three different families		
The name of our 4-H club was approved through the County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has a current constitution.		
Our club has elected officers.		
Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
Our 4-H club plans a series of experiential learning experiences for club members.		
Our 4-H club agrees to follow all national, state and county 4-H policies and procedures.		
Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
Our club agrees to follow national and state 4-H guidelines for fundraising.		
Our club agrees to maintain its own Taxpayer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 each tax year.		
Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our club agrees to submit a financial report at the end of each club program year.		
Upon dissolution of this club, we agree that any assets will be distributed for a tax exempt purpose.		

Additional Comments from Club Advisor(s):		
Advisor's Signature/Date		
Reviewer Comments:	Circle On	е
	Charter Granted	Charter Denied
Extension Professional's Signature/Date		

Revised 2/2012