

2025 Ohio 4-H Chartering Checklist for Clark County 4-H Clubs MUST COMPLETE AND RETURN BY APRIL 15, 2025

4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.

Please complete this checklist and submit for review by the Clark County Extension 4-H Educators. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to the 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted a charter. The charter checklist must be submitted and reviewed every year to assure a club's continued compliance with the 4-H club criteria.

Name of 4-H Club: _____ Date: _____

4-H Club's EIN number: _____ Contact Advisor: _____

Advisor Address: _____ City: _____ Zip: _____

Criteria – Advisors to mark (x) the appropriate box:	Requirement Met	Not Met
All of our adult club volunteers were approved through the Ohio 4-H Volunteer Selection Process and have completed the annual required 4-H volunteer training.		
Our 4-H club has at least 5 youth members from 3 different families of which at least 3 are at least age 8 and enrolled in the 3 rd grade or age 9 and above regardless of grade level.		
The name of our 4-H club was approved through the Clark County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has reviewed the current constitution with the membership and a current copy is on file with the Extension Office.		
Our club has elected officers. (min. President, Vice President, Secretary Treasurer)		
Our club agrees to maintain accurate meeting minutes and financial reports.		
Our 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.		
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, state and county 4-H guidelines for fundraising.		
Our club agrees to maintain its own Taxpayer Identification Number (EIN/TIN) and will assist Ext. staff in completing the IRS 990 filing by May 15, 2025 for the 2024 tax year. Copies of the results will be kept in the club file at the Ext. Office and given to the club.		
Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our 4-H club completed and submitted a yearly financial summary of the club's 2024 finances to the Clark County Extension Office by Jan. 31, 2025.		
Our 4-H club completed a Financial Review and Audit of the club's 2024 finances and submitted to the Clark County Extension Office by April 15, 2025.		
Upon dissolution of this club, we agree that any assets will be distributed for a tax-exempt purpose.		
Additional Comments from Volunteer:		
4-H Club Volunteer Signature & Date: _____		
Reviewer Comments:	Circle One	
Extension 4-H Educator Signature & Date: _____	Charter Granted	Charter Denied

Please return to the OSU Extension, Clark County Extension Office by April 15, 2025

3130 East Main St., Springfield, OH 45505

Phone: 937-398-7600 Option 6 Fax: 937-328-4609