

Ohio 4-H Charter Checklist – DUE November 1 to Extension Office

Required by 4-H National Headquarters and Ohio 4-H Youth Development

This Checklist is to be completed annually to assure a 4-H Club’s continued compliance with the 4-H Club criteria. 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 the 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter.

Name of 4-H Club: _____ EIN# __ - _____ (9 digits)

Name of Contact Advisor: _____ Daytime Phone: _____

Email of Contact Advisor: _____ **Submitting for Banner Club?** _____
yes/no

Advisor Signature: _____ Date: _____

Criteria – 4-H advisor to mark (X) the appropriate column for each item:	Met	Not Met
All of our adult 4-H Club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
Our 4-H Club has at least five youth members from three different families.		
The name of our 4-H Club has been approved through the County Extension Office.		
Our Club conducts a minimum of six meetings per year – submit minutes.		
Our Club has a current constitution /By-Laws – attach copy <u>ONLY</u> if revised in last year or if 1st year		
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 4-H Club agrees to follow national and state guidelines for fundraising.		
Our 4-H Club agrees to maintain its own Tax Payer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 each tax year. (<i>Extension Office files for you</i>)		
Our 4-H Club did not participate in any political campaign or devote time to attempt to influence legislation.		
Our 4-H Club agrees to submit a financial report at the end of each club year – attach yearly financial report form - <i>also due November 1.</i>		
Upon dissolution of this 4-H Club, we agree that any assets will be distributed for a tax exempt purpose. This should be specified in your 4-H Club Constitution.		
Additional Comments from 4-H Club Advisor (s):		
Reviewer Comments:	Charter Granted	Charter Denied
Extension Professional Signature/Date		



**Montgomery County 4-H Clubs
Banner Club Recognition**

4-H CLUB: _____
4-H YEAR: _____

Must also complete and submit the Ohio 4-H Charter Checklist. This page and Charter Checklist DUE November 1 to Extension Office. All information requested is from Nov. 1, 2017 – Oct. 31, 2018.

While the Ohio 4-H Charter Checklist is required of each 4-H Club, Banner Club status is conferred by achieving these additional criteria. Earning 4-H Banner Club status is considered a "Standard of Excellence" for 4-H Club work in Montgomery County. The first time a 4-H Club earns this Banner Club distinction they will receive a plaque engraved with the Club name and year. In subsequent years, the Club meeting the Banner Club criteria will receive a plate for their plaque to designate the year that status was continued.

Criteria for Montgomery County 4-H Banner Club	Met	Not Met
4-H Club calendar or yearly agenda - date/time/place of meetings – attached.		
4-H Club had 9 or more meetings (work sessions can be included). Nov.1 thru Oct. 31		
Treasurer’s Record Book and/or ledger of receipts and expenses – attached.		
80% member project completion as listed on 4-H enrollment June 1, current year. NOTE: Only members who leave the Club due to circumstances beyond their control can be exempted.		
Each member attended 75% of the 4-H Club meetings. Club events beyond the meeting may be considered as “make-up meetings” to achieve this attach attendance roster Nov.1 - Oct. 31		
4-H Club conducted at least one community service activity or project. What did Club do:		
4-H Club conducted one or more field trips, educational speakers, educational seminar, or similar. What did Club do:		
Donation to County 4-H Program of at least \$5 per member and/or equivalent club donation to the Annual 4-H Benefit Auction. Total Amount: \$ _____		
One 4-H Advisor attending at least one meeting of the County 4-H Committee or Livestock Committee or 4-H Horse Committee or any Special Committee during the year. Name the Committee (s) attended:		
50% of 4-H members participating in one non-required County/State/Regional/National 4-H Event – <i>do NOT count Cloverbuds in the 50% (i.e, 4-H Camp, 4-H Achievement Program, County 4-H Judging, submitting County or Ohio 4-H Report Form, 4-H Benefit Auction, Committee Meeting, etc.)</i> LIST NAMES:	Note: this item begins in the 2019	item begins 4-H Year
Reviewer Comments:	Banner Club Granted	Banner Club Denied
Reviewer Signature/Date		