

Club Yearly Paperwork Check List

Things highlighted in yellow must be returned by April 1st each year

- _____ : Complete Advisor Training
- _____ : Complete Yearly Financial Summary
- _____ : Complete Ohio 4-H Charter Checklist
- _____ : Complete Meeting Log
- _____ : Fundraiser Form for each fundraiser
- _____ : Community Service Project
- _____ : BCI Background Check (As Needed)



Ohio 4-H Club/Affiliate Yearly Financial Summary



Program Year _____ Club/Affiliate Name _____

Bank Name _____ EIN _____ Account Number _____

Bank Address _____

Bank City/ST/Zip _____

Type of Account (select one): Checking Savings Other (please list) - _____

Who is authorized to sign your checks? (Must have at least one name, preferably two names)

Beginning Account Balance as of Jan. 1 (should match bank statement) _____

Club/Affiliate Income (please list)

Description (fundraiser, dues, etc.)	Amount		Description (fundraiser, dues, etc.)	Amount
Total Income				

Club/Affiliate Expenses

Description (books, program fees, etc.)	Amount		Description (books, program fees, etc.)	Amount
Total Expenses				

Ending Account Balance as of Dec. 31 (should match bank statement) _____

Name of person completing form _____

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 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
All of our adult 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 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 4-H club 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 submit the Ohio 4-H Yearly Financial Summary at the end of each club program year.		



Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our club agrees to obtain its own Taxpayer Identification Number (EIN/TIN), submit an Ohio 4-H Group Tax Exemption Authorization form and provide the current 4-H club contact name and address to the County Extension Office so that the IRS 990 Filing can be completed by May 15 each 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 One	
	Charter Granted	Charter Denied
Extension Professional's Signature/Date		

Revised 10/15/17

Club Meeting Log for Gallia County

Club Name: _____

When does your club start having meetings? End? (Month): _____

How many meeting do you plan to have this year? _____

What time and day does the club normally meet? _____

What locations does the club meet? _____

- Please list locations if in more than one: _____

**Please note, these meetings are planned a year in advance. Times, dates and locations may be subject to change.

Advisor signature: _____ Date: _____

Add Meets, events, special programs, and fundraisers below

January	February	March
April	May	June
July July 31 - Aug 5, 2023 Fair Week	August : July 31-- Aug 5 2023 Fair Week	September
October	November	December



4-H Club Equipment Inventory

(Shooting Sports, Horse Show, Dog Agility Equipment, Etc.)

Club Name _____ Date _____

Address where items are stored _____

Number	Item	Description	Serial #	Value Each	Total
<i>Ex. 1</i>	<i>22 Caliber Rifle</i>	<i>Marlin</i>	<i>123456L</i>	<i>\$129.00</i>	<i>\$129.00</i>
Total Value of 4-H Club Equipment					\$

Signature _____

Title _____

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