



**4-H CHARTER APPLICATION/RENEWAL FOR CLUBS**

County \_\_\_\_\_  
District \_\_\_\_\_

All of the following criteria have been met by 4-H members and volunteers of our (circle one):  
community club, project club, school club, or after school club.

Club Manager and/or President must initial each of the following criteria:

- \_\_\_\_\_ Five or more members (must be from more than one family)
- \_\_\_\_\_ Two or more teen or adult club managers
- \_\_\_\_\_ Meeting place (*for at least the next three months*) Location \_\_\_\_\_
- \_\_\_\_\_ Elected officers (*attach a list of officers*)
- \_\_\_\_\_ Each member enrolled in at least one 4-H project experience
- \_\_\_\_\_ By-laws (*attach a copy*) By-laws must have a dissolution clause
- \_\_\_\_\_ Bank Account Location \_\_\_\_\_
- Phone #: \_\_\_\_\_ Account Type (Checking or Savings): Account # \_\_\_\_\_
- \_\_\_\_\_ Annual Financial Review Report (*attach a copy*)

The following information must be provided as part of the requirement to provide information to National 4-H Headquarters who, in turn, will provide to the IRS. By May 15 of each year, clubs must file a federal tax form (990 or 990-N). This information will be put into national data base to enable the electronic filing.

- \_\_\_\_\_ EIN number as follows: \_\_\_\_\_
- Name of Organization: 4-H Clubs and Affiliated Organizations (consistent for all)
- Continuation Name: Organizations (consistent for all)
- \_\_\_\_\_ Club Name: \_\_\_\_\_  
(The name included will be the name the charter is issued in)
- \_\_\_\_\_ Responsible Person's Name: \_\_\_\_\_  
(ex: Club Manager)
- \_\_\_\_\_ Group's Full Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form, list of officers and copy of by-laws are due to the County Extension Office by September 30<sup>th</sup>.

President's Signature _____	Date _____
Treasurer's Signature _____	Date _____
Club Manager _____	Date _____
Club Manager _____	Date _____
Charter expires on August 31, _____.	Year Club Began _____
	(if previously in existence)



**Approved:**

Club Chartered \_\_\_\_\_ Yes \_\_\_\_\_ No  
(including use of the 4-H Name and Emblem)

Club Renewed \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Including use of the 4-H Name and Emblem)

**Not Approved due to following criteria (from list above) not being met:**

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**Approved by:**

County Extension Agent(s) \_\_\_\_\_ Date \_\_\_\_\_