



4-H CHARTER APPLICATION/RENEWAL FOR COUNTY GROUPS

County _____
District _____

All of the following criteria have been met by 4-H members and volunteers of our (circle one):

- | | |
|-------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> County 4-H Council | <input type="checkbox"/> County Parent/Leaders Association |
| <input type="checkbox"/> County Ambassadors | <input type="checkbox"/> County Teen Leaders Association |
| <input type="checkbox"/> County 4-H Youth Board | <input type="checkbox"/> Other (List) _____ |

- Membership/Contact List
- Meeting Location
- Elected officers (*attach a list of officers*)
- By-laws (*attach a copy*) By-laws must have a dissolution clause indicating residual dollars will become property of county 4-H program should the group dissolve.
- Budget (presented and approved annually)
- Bank Account Location _____
- Bank Accounts Require Two Signatures Yes No
- Phone #: _____ Account Type: Checking Account # _____
 Savings Account # _____
- Annual Financial Report presented to membership and approved

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, 4-H affiliated groups 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 (this is consistent for all)
- Continuation Name: Organizations (this is 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: _____

If group has been chartered before, what was the date? _____

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

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



Approved:

Group Chartered _____ Yes _____ No
(including use of the 4-H Name and Emblem)

Group Renewed _____ Yes _____ No
(Including use of the 4-H Name and Emblem)

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

Approved by:

County Extension Agent(s) _____ Date _____