




TIMELINE FOR INFORMATION DISTRIBUTION AND CHARTERING

March	Release of Texas 4-H Chartering Instructions.
March- May	The county Extension office will set the county application procedures and deadlines. The deadline should be established early to allow for any follow-up and late submissions. The county office meets with club manager and distributes information for chartering.
May 1 - July 15	County office or club manager completes charter application process.
July 15	Application deadline for county office review and approval for an August 15 club activation.
July 16 - August 12	State 4-H Office reviews club charter application and support documentation.
August 13-14	4-H Connect is offline for annual maintenance.
August 15	Enrollment opens for new 4-H year (Sept 1 to Aug 31). Youth can enroll in approved clubs only.
September 15-December 20	Filing of club/group 990 Forms with IRS by ALL clubs/groups.
February 28	Last day to submit a club/group for chartering for the 4-H year. This ensures that all community 4-H clubs be active for at least six months in order to provide a quality 4-H experience. A request for late submission can be made to the State 4-H Office for special situations related to the formation after this date. Email: texas4h@ag.tamu.edu

APPLICATION

Application <i>All Clubs or Groups</i>	Start an online charter application on 4HConnect through any active adult profile under the events area, scan all supporting documentation into one PDF file to upload in the correct field, and submit the application for review at the county office. The application will be certified up to the state level for review. If approved, the club/group will be visible for enrollment. If not approved, a note with issues will be sent to the family email address of the adult who submitted the application. The club/group is not visible for enrollment until the charter application has been approved at the state level.
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SUPPORT DOCUMENTATION

 Charter Agreement <i>All Clubs or Groups</i>	A complete and signed charter agreement for the current 4-H Year.
Bylaws <i>All Clubs or Groups</i>	The most recent set of bylaws must be provided as part of the charter application. A sample set of bylaws is provided for clubs/groups to use as a guide. While clubs/groups have flexibility with their bylaws, the items in bold in the sample set are required to be in all bylaws. Club/group bylaws may also not conflict with the Texas 4-H Rules and Guidelines and/or the charter agreement.
Employer Identification Number (EIN) Verification <i>New Club/Group with a Financial Account</i>	A club/group must apply and receive an Employer Identification Number (EIN) from the IRS if there is an open financial bank account. Once you apply via the IRS.gov website you will receive your EIN immediately. You can download, save, and print your EIN confirmation notice. The group exemption number, or GEN, for Texas 4-H Inc. is 5932. A verification letter must be provided during the application process if the EIN is new. The document should indicate the name of the club/group, the contact person, and the EIN. Any club/group chartered within, and as part of, school districts, children’s homes, or other organizations, can use the parent organization’s EIN, but will not be under Texas 4-H, Inc. for their not-for-profit status. Instead, they would file their 990 separately.
Bank Statement <i>Club/group with a Financial Account</i>	A club/group must provide a copy of the most current bank statement for each of the accounts the club/group manages. All bank accounts require at least two signatures from different households and not related. Do not include cancelled check copies for security reasons.
Review of Finances <i>Club/group with a Financial Account</i>	A complete and signed Texas 4-H Youth Development Program Annual Club/Group Financial Review must be provided. Texas 4-H clubs/groups with a bank account(s) will conduct an annual financial review of all funds received and distributed during the 4-H year. Once a review time has been established, the club/group is encouraged to remain on that review schedule for the following years. The review must be conducted by adults not associated with the club/group or the County Extension Office. For more information on the Financial Review, refer to the Texas 4-H Financial Management Rules & Guidelines and the Texas 4-H Youth Development Program Annual Club/Group Financial Review.

Chartering information can be found online at: <https://texas4-h.tamu.edu/management/>
ALL DOCUMENTS MUST CLEARLY SHOW THE CLUB/GROUP NAME