



BYLAWS

- Missing a clearly scanned set of bylaws for the correct year
- Missing the name of the club as it appears on the IRS paperwork on the first page
- Missing pages or incomplete bylaws.
- The bylaws belong to a different club
- The bylaws do not contain all required unedited sections:
 - Objectives (can be added to but there are 4 required objectives)
 - Fiscal Accountability
 - Disbandment
 - Amendment

FINANCIAL REVIEW

- Missing a clearly scanned financial review form for the correct year; The review year will be for the previous 4-H year. An annual review is required for a club that had a bank account at any point in the 4-H year.
- The complete club name does not appear in the correct spot on the form.
- The review belongs to a different club.
- The EIN is not typed in correctly.
- ACCOUNT INFORMATION: Account(s) missing the bank balance at time of review, bank name or bank account type
- ACCOUNT INFORMATION: Account(s) missing the two names on the bank signature card that are from two different families
- ACCOUNT INFORMATION: Debit card question is left unanswered and/or missing the person's name
- CERTIFICATION: The financial review findings are not selected. One box must be checked in the certification section.
- CERTIFICATION: Missing the two signatures in the certification section; The two signatures cannot be from those listed on the bank signature card. The two signatures must be actual signatures and not typed names.
- EXTENSION CERTIFICATION: Missing an Agrilife representative or County Agent's signature for certification (or NEW checkbox is left unchecked)

BANK STATEMENT

- Missing a clearly scanned current bank statement or proof from the bank that an account was closed (and Financial Review)
- Missing the name of the club as it appears on the IRS paperwork, the account number or the account balance information
- The account information does not match what's typed in on the financial review
- Copies of cancelled checks and/or deposit slips cannot be included in the charter packet for security reasons

CHARTER AGREEMENT

- Missing a clearly scanned charter agreement form for the correct year
- Missing the name of the club as it appears on the IRS paperwork, EIN or complete mailing address
- Missing initials where required
- Missing correct signatures:
 - 1st Signature: Volunteer Leader directly involved with the club
 - 2nd Signature: Signature of Financial Account Holder if there is a bank account for this club. Should be somebody on the signature card
 - 3rd Signature: County Agent or Agrilife Representative

EIN

- Missing the EIN verification on new club or a club with a new EIN
- The EIN belongs to a different club.
- The EIN is missing numbers
- The EIN has been revoked by the IRS for various reasons. The club cannot be chartered with this EIN if this happens.