TEXAS 4HONLINE FAMILY GUIDE

CHARTER APPLICATION STATUS

• Click the Member List link from the navigation pane on the left side of the screen.
• Click the blue View button beside the member’s name.

![Member List Screenshot]

• Click the Events link from the navigation pane on the left side of the screen.
  • **Pending** - The county or state office needs to review the application
  • **Approved** - The state office has approved and the charter club will become active for the 21-22 4-H year
  • **Incomplete** - The application has not been submitted all the way
  • **Resubmit** - The county or the state office has sent the application back for corrections

![Events Screenshot]

CHARTER APPLICATION STATUS LOGGED IN AS THE COUNTY OFFICE

• Click Registrations link on the navigation pane.
• Click the Clear Filters link to remove all filters currently in place.
• Select the Charter Application in the Events field drop-down menu.
• Click the blue Search button.
• The search results will be displayed at the bottom. See the status column for current status.

![Registrations Screenshot]

• Click the name of the person to view details about the event.
• If the event was sent back from the state 4-H office, the reason will be listed under State 4-H Office Issue Comments.

State Office Comments - Only the county, district and state can view comments. Only the State can edit.

Council - The IRS revoked this clubs EIN from under Texas 4-H Inc. Since the club has money, we are not able to charter it until they work things out with the IRS or file for a new EIN.