

CHAMPAIGN COUNTY 4-H CLUB ANNUAL REPORT

This form must be filled out completely and filed annually, with required attachments, by May 15th with OSU Extension-Champaign County in order for the club to retain its charter, exempt status, and authorization to use the 4-H Name and Emblem.

Club Name: _____ Date: _____
 Head Advisor: _____ Phone: _____
 Club EIN: _____

Club Officers (*Required offices; must be elected annually.):

President*: _____ Vice President*: _____
 Secretary*: _____ Treasurer*: _____
 News Reporter: _____ Recreation Leader: _____
 Health/Safety: _____ Other: _____

- Where does your club usually meet? _____
- Is the meeting site handicapped accessible? Yes No
- What is your regular meeting day and time? (Example - 2nd Tuesday at 7:00 p.m.)

- Has your current club membership reviewed and approved the required 4-H club constitution?
www.ohio4h.org/sites/d6-ohio4h.web/files/4-H%20Club%20Constitution%20fillable%20document.pdf
 Yes No
- Has your current club membership reviewed and approved current club by-laws (see template)?
 Yes No

Please attach your current club constitution and by-laws to this form, if not previously submitted.

- Our club maintains the following: Checking account
 Savings account

A copy of the completed Ohio 4-H Club/Affiliate 4-H Yearly Financial Summary for the fiscal year must be submitted to OSU Extension-Champaign Co. by the club's head advisor by September 1st of the current fiscal year.

Please read, complete, and sign the back of this form before returning the form and the requested attachments to the Champaign Co. Extension office by May 15th.

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Charter Checklist:

	Requirements met	Requirements not met
1) All of our club's adult advisors were approved through the Ohio State volunteer screening process.	_____	_____
2) Our 4-H club has at least five members from three different families.	_____	_____
3) The name of our club was approved by OSU Extension.	_____	_____
4) Our club plans to conduct a <u>minimum</u> of eight regular club meetings per year.	_____	_____
5) Our club has a current constitution.	_____	_____
6) Our club has elected officers.	_____	_____
7) Our club agrees to provide a welcoming and safe environment for all club members.	_____	_____
8) Our club plans a series of experiential learning experiences for club members.	_____	_____
9) Our club agrees to follow all national, state, and Champaign County 4-H policies and procedures.	_____	_____
10) Our club agrees to follow the national and state guidelines for use of the 4-H name and emblem.	_____	_____
11) Our club agrees to follow national, state, and Champaign County 4-H guidelines for fundraising.	_____	_____
12) Our club agrees to maintain its own Taxpayer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 th of each tax year or give the Extension Office permission to file for you.	_____	_____
13) Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.	_____	_____
14) Our club agrees to submit a financial report at the end of each club program year.	_____	_____
15) Upon dissolution of this club, we agree that any assets will be distributed for a tax exempt purpose.	_____	_____

My signature certifies that I understand the following:

Upon dissolution, 4-H clubs with assets must turn over those funds to a recognized 4-H club/4-H affiliate or distributed to the Ohio 4-H Youth Development Foundation with the approval of the county 4-H Youth Development Professional. Proof that club funds have been appropriately distributed and that bank accounts in the name of the 4-H club have been closed must be provided to OSU Extension Champaign County within 30 days of the dissolution of the club.

An e-Postcard must be filed with the IRS each year. I agree to give permission to the Extension Office to file for me. If the club's EIN is not in the filing database, and I am unable to successfully file the e-Postcard.

Additionally:

My signature below certifies that membership in the above referenced 4-H Club, Champaign County, Ohio, is open to all eligible youth on a nondiscriminatory basis without regard to race, color, sex, disability, religion, age, or national origin.

Head Advisor's Signature _____
Date

Club President's Signature _____
Date

Return by May 15th to: OSU Extension Champaign Co., 1512 S. U.S. Hwy. 68, Suite B100, Urbana, OH 43078

Attach:

___ Copy of current, signed club constitution and by-laws, if not previously submitted.

Note: A copy of the completed Ohio 4-H Club/Affiliate 4-H Yearly Financial Summary for the fiscal year must be submitted by September 1st of the current fiscal year.