

CHAMPAIGN COUNTY 4-H CLUB ANNUAL REPORT

This form must be filled out completely and filed annually, with required attachments, by January 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*: _____
 Newsreporter: _____ Rec Leader: _____
 Health/Safety: _____ Other: _____

1. Where does your club usually meet? _____

2. Is the meeting site handicapped accessible? Yes No

3. What is your regular meeting day and time? (Example - 2nd Tuesday at 7:00 p.m.)

4. 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

5. 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.

6. Our club maintains the following: Checking account
 Savings account
 Other, please describe:

A copy of the completed Ohio 4-H Club/Affiliate 4-H Yearly Financial Summary for the calendar year must be submitted to OSU Extension-Champaign Co. by the club's head advisor by January 15th of the next calendar 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 January 15th.

-Over-



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



champaign.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

Charter Checklist:

- 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 minimum 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 15th 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.

Requirements met

Requirements not met

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 give permission to the Extension Office to file for me.

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 January 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.
- ___ Copy of club program plan/calendar for current year.

Note: A copy of the completed Ohio 4-H Club/Affiliate 4-H Yearly Financial Summary for the calendar year must be submitted by January 15th of the next calendar year.