



4-H Charter Application Worksheet Community Club

Name of 4-H Club: _____

County/City 4-H Program: _____

Organizational Club Leader: _____
Name Email Address*

Organizational Club Leader: _____
Name Email Address*

Club EIN: _____

**Leaders of the same family/household must have different email addresses for electronic signature routing*

CHARTER REQUIREMENTS

Use this checklist to verify all requirements for issue of a 4-H Charter are met.

REQUIREMENT	Club Leader	4-H Educator	State 4-H Office
Club Membership & Leadership <ul style="list-style-type: none"> 5 youth members from 3+ families 2 certified UME Volunteer Organizational Club Leaders All youth & adult leaders have approved enrollments in 4-H Online 			
Club Bylaws <ul style="list-style-type: none"> Complete & signed/dated Must be typed using the approved template 			
Annual Program Plan + Officer Roster <ul style="list-style-type: none"> For current 4-H program year Club will hold at least 6 club business meetings Youth officers elected for current 4-H program year Youth officers are actively enrolled in club 			
IRS Employee Identification Number (EIN) <i>The EIN must be obtained by a 4-H faculty/staff member when the team is ready to submit the charter application documents to the State 4-H Office. At least one Organizational Club Leader must be present when the EIN is requested, to provide and verify information submitted to the IRS. See Charter Application Instructions for further details.</i> <ul style="list-style-type: none"> Obtained from IRS at county/city 4-H office EIN assignment letter (2 copies) <ul style="list-style-type: none"> One copy submitted to State 4-H Office One copy provided to club leader 			

