

ADAMS COUNTY 4-H CLUB ANNUAL REPORT

This form must be filled out completely and filed annually, with required attachments, by APRIL 15 with OSU Extension Adams 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(s): _____ Phone: _____
 _____ Phone: _____
 Club EIN: _____

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

President*: _____ Vice President*: _____
 Secretary*: _____ Treasurer*: _____
 Newsreporter: _____ Rec 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?
<https://ohio4h.org/sites/ohio4h/files/imce/4-H%20Club%20Constitution%209.21.17%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.

- Please attach a copy of your club's educational program plan for the year. (Calendar, list of planned activities, etc.)
- 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 previous fiscal year must be submitted to Extension by the club's head advisor by January 31. See the link for instructions and a copy of the fillable form. <https://ohio4h.org/volunteers/volunteers/club-leaders/finances/clubaffiliate-yearly-financial-summary>



Please read, complete, and sign the back of this form before returning it and the requested attachments to the Extension office.

| 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 six 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 Adams 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 Adams County 4-H guidelines for fundraising. | _____ | _____ |
| 12) Our club agrees to maintain its own Taxpayer Identification Number (EIN/TIN) | _____ | _____ |
| 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 Adams County within 30 days of the dissolution of the club.

An ePostcard must be filed with the IRS each year by May 15. I agree to turn in our club's required paperwork by April 15 to the OSU Extension Adams County office so they can file an ePostcard for my club.

Additionally:

My signature below certifies that membership in the _____ 4-H Club, Adams 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

**Return by April 15 to OSU Extension Adams County, 215 N Cross St, Rm 104, West Union OH 45693.
Attach:**

- ___ Copy of current, signed club constitution and by-laws.
- ___ 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 previous fiscal year must be submitted by January 31. See go.osu.edu/4hfinancialsummary for instructions and a copy of the fillable form.