

## New 4-H Club Checklist

<input type="checkbox"/>	Contact the 4-H Educator in your County to express interest. A Medina County 4-H Club can be started by a volunteer who has served a minimum of 1 year of service as a volunteer with an existing club.
<input type="checkbox"/>	Review the <a href="#">Ohio 4-H Charter Checklist</a> . This Checklist must be completed and submitted by April 15 of the current club year.
<input type="checkbox"/>	Identify a club name. Submit to the 4-H Educator for approval.
<input type="checkbox"/>	Fill out the <a href="#">SS-4 form</a> to obtain an EIN #. All Clubs & Affiliates need an EIN #.
<input type="checkbox"/>	Once you receive your EIN from the IRS, submit a copy of your notice to the Extension Office. Keep a copy for your records.
<input type="checkbox"/>	Complete the <a href="#">Group Tax Exemption Authorization Form</a> . Turn in to the Extension Office for submission to the State 4-H Office.

## Helpful Links:

Medina County Extension	<a href="http://www.medina.osu.edu">www.medina.osu.edu</a>
Ohio 4-H	<a href="http://www.ohio4h.org">www.ohio4h.org</a>
National 4-H	<a href="http://4-h.org/">http://4-h.org/</a>
4-H Mall	<a href="http://www.4-hmall.org/">http://www.4-hmall.org/</a>
Family Guide	<a href="http://www.ohio4h.org/books-and-resources/family-guide">http://www.ohio4h.org/books-and-resources/family-guide</a>
Project Central	<a href="http://www.ohio4h.org/books-and-resources/project-central">http://www.ohio4h.org/books-and-resources/project-central</a>
Volunteer Handbook	<a href="http://www.ohio4h.org/volunteers/volunteers/club-leaders/ohio-4-h-volunteer-handbook">http://www.ohio4h.org/volunteers/volunteers/club-leaders/ohio-4-h-volunteer-handbook</a>

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## Important Dates & Deadlines

### Due January 31

- [Financial Summary/Audit Report, Inventory and Club Survey](#)
- Program/Calendar
  - Each club submits their own; not a link.

### Due April 15

- [Charter Checklist](#)
- [Constitution and By-Laws](#)
- [Group Tax Exempt Form](#)
- [Volunteer Enrollment Forms](#) with the Standards of Behavior included
- [Member/Cloverbud Enrollment Forms](#) with both sides completed
- [Family Book Order Forms](#)

### Due September 30

- Secretary's Minutes
  - [Secretary's Book Evaluation Form](#)
  - [Club Constitution and By-Laws](#)
  - [4-H Club Yearly Meeting at a Glance Worksheet](#)
  - [Advisors and Officers](#)
  - [Club Roll](#)
  - [Committees](#)
  - [Meeting Notes Worksheet](#)
  - [Official Meeting Minutes Form](#)
- Treasurer's Report
  - [Treasurer's Book Evaluation Form](#)
  - [Budget Worksheet](#)
  - [Checkbook Balancing/Reconciliation Form](#)
  - [Record of Club Finances](#)
  - [Treasurer's Report](#)
- [Community Service Recognition Nomination Form](#)

