New 4-H Club Checklist

☐ 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.

☐ Review the Ohio 4-H Charter Checklist. This Checklist must be completed and submitted by April 15 of the current club year.

☐ Identify a club name. Submit to the 4-H Educator for approval.

☐ Fill out the SS-4 form to obtain an EIN #. All Clubs & Affiliates need an EIN #.

☐ Once you receive your EIN from the IRS, submit a copy of your notice to the Extension Office. Keep a copy for your records.

☐ Complete the Group Tax Exemption Authorization Form. Turn in to the Extension Office for submission to the State 4-H Office.

Helpful Links:

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