2016-2017 Texas 4-H Chartering At-A-Glance

STEP 1: Required for ALL 4-H Clubs/Groups

1. Charter Application

   Completed through 4-H CONNECT under the events area. Can be completed County Extension Office/Agent or Club Manager

2. Bylaws

   Must be complete and include dissolution clause indicating residual dollars and assets will become property of county 4-H program.

STEP 2a: Clubs/Groups Managing Money

3. Employer Identification Number (EIN)

   If the club/group is new for the 2016-17 or if the EIN has changed for an existencing club/group, the EIN letter from the IRS must be uploaded as a separate document into the charter application in 4-H CONNECT.

The below information is uploaded behind the club/group bylaws in the same document as a pdf file.

4. Budget

   Budget can be approved or proposed budget for the 16-17 4-H year.

5. Bank Account Statements

   Club/Group must provide the must current bank statement for all accounts managed.

6. Annual Review of Finances

   Counties must use the Texas 4-H Financial Review Form and conduct a review for each 4-H club/group managing funds.

STEP 2b: Clubs/Groups With NO Money

If the 4-H club/group DOES NOT or WILL NOT have a bank account and any physical assets at anytime during the 2016-2017 4-H year, they do not have to have:

3. Employer Identification Number (EIN)
4. Budget
5. Bank Account Statements
6. Annual Review of Finances

This option does not make the club/group a 501(c)3 organization and therefore cannot accept any donations, sponsorships, dues, or hold any fund raisiers. If the club/group decides to manage any monetary funds they will need to file a new charter application with all information indicated in Step 2a.

REMINDERS

- All chartering is completed on 4-H CONNECT under the event called: "16-17 Club Establishment and Chartering."
- Either the Club Manager or the County Extension Office/Agent can complete the application.
- Deadline for clubs/groups wishing to be active on Aug. 15, 2016 when the new 4-H enrollment starts is Friday, July 15, 2016.