**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 existing 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 most 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

**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.