



## 4-H Club Charter Application



Congratulations on being part of the New Jersey 4-H Youth Development Program! You will be issued an official 4-H Club Charter by completing and submitting this application to your county 4-H office. Every 4-H club is required to obtain an official charter authorizing use of the 4-H name and emblem.

All items are required in order to be an official 4-H Chartered Club. Please place a check by each item indicating that your 4-H club members and leader(s) currently fulfill or will commit to fulfill. Failure to meet these criteria will result in suspended use of 4-H name and emblem.

Club name \_\_\_\_\_ 4-H County \_\_\_\_\_ Year club began \_\_\_\_\_

My club has:

Currently      Will commit to fulfill

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Five or more members from at least three different families.  |
| _____ | _____ | One or more adult volunteer leaders.  |
| _____ | _____ | Elected officers that follow parliamentary procedures.  |
| _____ | _____ | Educational activities that are planned and conducted.  |
| _____ | _____ | An official club name.  |
| _____ | _____ | By-laws/club constitution (attach a copy).  |
| _____ | _____ | By-laws must have a dissolution clause indicating club monies and property revert to county 4-H program. (For an example of club by-laws please refer to page 223 in your NJ 4-H Leader Training Series.)   |
| _____ | _____ | Offer 4-H educational programs to all youth, grades K-13, on an age-appropriate basis, without regard to race, religion, color, national origin, gender, sexual orientation, or disability.   |
| _____ | _____ | * IRS EIN (complete attached SS-4 form if your club does not have an EIN)   |
| _____ | _____ | _____ Your club's IRS issued EIN number (if applicable)   |
| _____ | _____ | * Agree to follow all RCE/Department of 4-H Youth Development Fundraising and Treasury Guidelines and Polices, which includes annually submit Financial Review to County office by May 15 <sup>th</sup> of each year, as well as to IRS and the NJ Charitable Registration when applicable. |

Signature of club leader(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

### IRS Tax Exempt Filing Waiver

- \* These Charter Requirements do not need to be completed if your club:
- waives the right to fundraise or collect monies in the name of 4-H.
  - waives the right to open or operate a bank account in the name of 4-H.

By signing below...

- I understand and agree to adhere to the following laws and policies as designated by the IRS (Internal Revenue Service) and 4-H National Headquarters.
- I understand that even though my 4-H group is not filing for an EIN tax exempt number, I am required to apply for and maintain the requirements for an official 4-H charter.
- I understand that if this status changes, I must immediately contact the County 4-H office, apply for an EIN number and comply with all 4-H and IRS financial regulations.
- I understand that failure to comply with the above mentioned statements will result in loss of official 4-H Charter and may result in additional penalties as outlined in IRS regulations.

Signature of club leader(s) \_\_\_\_\_ Date \_\_\_\_\_

Submission approved by \_\_\_\_\_ Date \_\_\_\_\_  
(County 4-H Agent or 4-H Program Associate)

The County 4-H office retains the original and sends a list of chartered clubs to the state 4-H office. The Department of 4-H Youth Development (state 4-H office) is the official chartering agency for New Jersey 4-H clubs.