

**2018-2019 TEXAS 4-H YOUTH DEVELOPMENT
CHARTERING AND ESTABLISHING NEW CLUB WORKSHEET**

DO NOT UPLOAD THIS THIS FORM TO 4HCONNECT!

INFORMATION		EMPLOYEE IDENTIFICATION NUMBER	
Club Name:		EIN:	
County:		Is EIN affiliated with a church, school, military base or other organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Club Type: <input type="checkbox"/> 1a) Organized 4-H Community Club <input type="checkbox"/> 1b) Organized 4-H In-School Club <input type="checkbox"/> 1c) Organized 4-H After-School Club <input type="checkbox"/> 1d) Organized 4-H Military <input type="checkbox"/> 99) Administrative Club with enrollment <input type="checkbox"/> 99) Administrative Club without enrollment		Did EIN change since 2017-2018 Charter? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Application Type: <input type="checkbox"/> New Club <input type="checkbox"/> Existing Club <input type="checkbox"/> Existing Club but inactive for 2018-2019 4-H Year		4H CONNECT UPLOAD <i>EIN verification ONLY if there is a new EIN number.</i>	
Affiliation: <input type="checkbox"/> Texas A&M AgriLife Extension Service <input type="checkbox"/> Prairie View Cooperative Extension			

FINANCIAL INFORMATION			
BANK ACCOUNT #1		BANK ACCOUNT #2	
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings/CD <input type="checkbox"/> Other	Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings/CD <input type="checkbox"/> Other
Financial Institution:		Financial Institution:	
Account Number:		Account Number:	
City/State:		City/State:	
Phone Number:		Phone Number:	
Two Names on Signature Card:		Two Names on Signature Card:	
CLUB CONTACT		MEETING INFORMATION	
Club Manager/Contact:		Meeting Location:	
Club Address Line 1:		Location Address Line 1:	
Club Address Line 2:		Location Address Line 2:	
City:	State:	City:	State:
Phone Number:	Zip:	Regular Meeting Day:	Regular Meeting Time:
E-mail:		Is this club in a racially ethnically mixed community? <i>This is an area or community in which more than one of the racial-ethnic groups make-up the population of potential program participants.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Is this club integrated as to the race and ethnicity of the membership? <i>This is a group composed of members of more than one of the racial-ethnic groups above.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

DOCUMENTATION UPLOAD	
Established Club With Bank Account	New Club For 2018-2019 4-H Year With Bank Account
<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause. <input type="checkbox"/> EIN Verification ONLY for updated EIN Number.	<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause. <input type="checkbox"/> EIN Verification
With Bank Account: <input type="checkbox"/> Recent 2018 Bank Statement with club name on account(s). <input type="checkbox"/> Financial Review Form for the 2017-2018 4-H Year.	With Bank Account: <input type="checkbox"/> Recent 2018 Bank Statement with club name on account(s).
Club Without Bank Accounts	
<input type="checkbox"/> Approved/Proposed Bylaws with club name and dissolution clause.	

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Instructions: Login to the family account on 4HConnect, register an active adult (agent or volunteer) in the event called "18-19 CLUB CHARTER APPLICATION".
Complete the blanks on the online event using this form as a guide.