

## Appendix A: 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 by 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.

### REMINDERS

- All chartering is completed on 4-H CONNECT under the event called: "18-19 Club Chartering Application."
- 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, 2018 when the new 4-H enrollment starts is July 15, 2018.
- Deadline for chartering any 4-H club/group for the 2018-2019 4-H year will be February 28, 2019. Any club forming after this date will need to request approval from Texas 4-H Office.

### STEP 2a: Clubs/Groups Managing Money

#### 3. Employer Identification Number (EIN)

If the club/group is new for the 2018-19 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 documents are uploaded with the bylaws as one pdf file.

#### 4. Bank Account Statements

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

#### 5. 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 2018-2019 4-H year, they do not have to have:

#### 3. Employer Identification Number (EIN)

#### 4. Bank Account Statements

#### 5. 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 raisers. 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.