



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 no later than **December 7th**. 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 by **January 1, 2008**. Failure to meet these criteria by January 1, 2008 may 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 15th 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.