



## 4-H Club Charter Application



Congratulations on being part of the New Jersey 4-H Youth Development Program! Your club will be issued an official 4-H Charter after completing and submitting this application to your county 4-H office. Every new 4-H club is required to obtain an official charter authorizing use of the 4-H Name and Emblem. A charter is also required for a club to be included under the federal Tax Exemption Group Ruling for 4-H.

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) fulfill these requirements. Failure to meet these criteria at any time may result in suspended use of the 4-H Name and Emblem.

Club name \_\_\_\_\_

4-H County \_\_\_\_\_

My club has:

- \_\_\_\_\_ Five or more enrolled members from at least three different families.
- \_\_\_\_\_ Two or more appointed adult volunteer leaders.
- \_\_\_\_\_ Elected officers that follow parliamentary procedures. (4-H Cloverbud Clubs do not elect officers.)
- \_\_\_\_\_ Educational activities that are planned and conducted.
- \_\_\_\_\_ An official 4-H Club name.
- \_\_\_\_\_ By-laws – use the Official 4-H Club By-laws template (attach a copy).
- \_\_\_\_\_ By-laws must include a dissolution clause indicating club monies and property revert to county 4-H program. (For an example of club by-laws please refer to: <http://nj4h.rutgers.edu/clubmaterials/> )
- \_\_\_\_\_ A commitment of inclusion: 4-H programs are available on an age-appropriate basis, without regard to race, religion, color, national origin, gender, sexual orientation, or disability.
- \_\_\_\_\_ Agreed to follow all RCE/Department of 4-H Youth Development policies.
- \_\_\_\_\_ \* IRS EIN (complete attached SS-4 form if your club does not have an EIN)  
\_\_\_\_\_ *Your club's IRS issued EIN number (if applicable)*
- \_\_\_\_\_ \* Agreed to follow Treasuries and Fundraising of 4-H Clubs and Affiliated Groups Policy, which include annual submission of Financial Review to county 4-H office by November 1 of each year, filing a 990-N (ePostcard) with the IRS by November 15 of each year, and following 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 collect dues, raise funds 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 policies and regulations as designated by the IRS (Internal Revenue Service) and National 4-H 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 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 application and sends a listing of applicants to the State 4-H Office. Only the Director of Extension and the State 4-H Office may issue charters authorizing a 4-H entity to use the 4-H Name and Emblem and obtain federal tax exempt status.