

Guidelines for Forming New 4-H Clubs



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Ohio State University Extension
Lucas County
1 Government Center Suite 550
Toledo, OH 43604
(419) 213-4254

Dear Potential 4-H Club Leader:

Thank you for your interest in beginning a new 4-H Club in Lucas County. Community Clubs are an important part of the Lucas County 4-H Program.

A well run 4-H club has the potential to make a life-long positive impact on youth. Through 4-H youth have the opportunity to meet new people, build new skills, and discover more about their own interests and abilities. There are approximately 15 4-H clubs in Lucas County, and if you surveyed them all you would probably find 15 different ways of leading and managing club. However, all *successful* clubs have a few things in common.

1. Clubs are lead by *caring* adult volunteers, who are there to help the youth accomplish their own goals (and not just the goals of the leaders).
2. Club advisors provide *organized* leadership, ensuring that all families have the information they need to fully participate and benefit from club, county, and state opportunities.
3. Members have a *key role* in making all club decisions, including those about learning activities, community service projects, and club structure.

The information in this packet describes the basic process of starting a new 4-H Club. Please review the Information carefully, paying special attention to the deadlines listed on the back page. You are not expected to navigate this entire process on your own, and as a matter of fact, you cannot. You will need to help of Extension staff with many of the steps. This packet serves merely as a guide and not as a do-it-yourself kit. The staff members at the OSU Extension Office are committed to helping our volunteers succeed and provide assistance with the process of beginning new clubs. Please always feel free to call with questions or concerns.

Please note that the very first step in beginning a new club is being approved as a 4-H volunteer. Maintaining the integrity of our program and the safety of our youth are our highest priorities. Please help us to do so by refraining from working with youth until after this screening and approval process has been completed.

Sincerely,



Elliott Lawrence
Extension Educator
4-H Youth Development



Step 1: Volunteer Screening & Selection:

New Clubs require at least 2 screened, approved adult volunteers. All OSU Extension volunteers must complete a volunteer screening & selection process before they begin volunteering in any capacity.

This process includes:

- ✦ Written Application
- ✦ Volunteer Standards of Behavior Form
- ✦ Criminal History Fingerprint Record Check
- ✦ Review of References
- ✦ Personal Interview
- ✦ Orientation and/or Training



Potential new volunteers may begin this process by contacting the OSU Extension Office for an application packet. Please note that it can take several weeks to complete this step, so please plan ahead and start early.



Important Note: Until Step 1 has been completed, you cannot begin the other steps. ALL volunteers must complete the screening and training process before they can begin to work with youth.

Step 2: Members

All clubs must have at least 5 members from at least 3 different families. New club advisors are often aware of a need or interest for the new club before beginning the process, but *cannot* enroll members until they are notified that their volunteer process has been completed.

Please note that youth are not official members of the club until the enrollment process has been completed.

Step 3: First Meetings

Sometimes this first meeting is scheduled before the minimum five members have been recruited. This is okay, provided you continue to recruit members before the enrollment deadline.

Usually the first couple organizational meetings are informal, because a constitution has not yet been adopted and officers have not been elected. This is the one time it is okay for the adult advisors to operate the meeting without youth officers. It is still expected that youth participate in all items of business. Remember, 4-H Clubs belong to the members.

At these first meetings, club members can begin discussing a club name, provide ideas for club activities, and decide on future meeting dates.

Step 4: Select a Name and Submit to OSU Extension for Approval

Please refer to the fact sheet, "Choosing a 4-H Club Name" for guidelines.

Step 5: Adopt a Club Constitution and By-Laws

All 4-H clubs must adopt a constitution before members can be enrolled. Ohio 4-H has a template for club constitutions, so this process is as easy as filling in a few blanks and having members vote to accept the constitution. A copy of this constitution has been attached. However clubs should obtain an official copy with their club name entered by Extension for members to approve and sign. There are very few changes which can be made to a club constitution. All members should then sign the constitution and receive a copy, including new members who join at a later date.

By-laws are optional, and can be completed at any time after the constitution is adopted. By-laws are where clubs can include specific rules such as attendance policies, community service requirements, or other rules. If by-laws are adopted they must be signed by members and submitted to the Extension Office to be added to your official constitution. Please see the attached sample By-Laws.

Step 6: Apply for an EIN Number from the IRS

All 4-H Clubs are required to apply for an EIN (Employer Identification Number) from the IRS. 4-H clubs are legal organization with their own EIN number. All clubs are required to obtain an EIN number before they can receive a charter or enroll members, even if they do not plan to handle money. Clubs are also required to file an annual 990N form with the IRS to maintain that number.



The easiest way to apply is online. If you do not have internet access, you can arrange to use a computer at OSU Extension. Please see the attached sample form used for obtaining an EIN for your club. Whether you apply online or by paper, you will need this information. Please be sure to include the Ohio 4-H program's Group Exemption Number (5925).

Step 7: File Your Group Exemption Form with Ohio 4-H

Once you have your club's new EIN number, complete the Group Exemption Authorization form (attached) and return to the Lucas County Extension Office. We will submit this form, once your charter has been approved. (See step 8)

Step 8: Begin the 4-H Club Charter Process (Due March 1st)

There is a simple charter application and check-list which must be completed each year. This club charter is the final obstacle to being approved as a club, so that you may receive your enrollment packet. Please see the attached club charter form.

Step 8: Obtain and Submit Club Enrollment Packet (Due April 1st)

Once your charter has been approved, you may obtain an enrollment packet from the Extension Office. This packet will contain your volunteer and member enrollment forms, additional forms needed by Extension, and information about spring and summer events. All club enrollment packets are due to Ohio State Extension by April 1st.

Once your enrollment packet has been submitted, you will be officially recognized as a new 4-H Club!

Overview of Requirements & Deadlines for New 4-H Clubs

January 15th:

Contact the Extension Office about your interest in starting a club to obtain information and guidelines.

March 1st:

New Clubs must apply for a 4-H Charter prior to March 1st each year. Club enrollment packets will not be distributed until clubs have met all of these requirements for a pending charter:

- ◇ A completed and charter application checklist
- ◇ completed volunteer screening for at least two adult leaders (takes a *minimum* of 6 weeks)
- ◇ An approved club name
- ◇ An EIN number from the IRS
- ◇ A completed 4-H Group Tax Exemption Authorization form

April 1st:

All clubs must submit a complete enrollment packet by April 1st,

- ◇ Enrollment forms for at least two approved adults volunteers
- ◇ Enrollment forms for at least 5 members from three different families
- ◇ A club constitution, approved by members
- ◇ Other forms as required annually

Attachments:

Choosing a Name for Your 4-H Club
Ohio 4-H Club Constitution Template
Ohio 4-H By-Laws Sample Template
Sample SS-4 for Ohio 4-H Clubs
Ohio 4-H Group Exemption Authorization
The Ohio 4-H Club Charter Checklist



Choosing a Name for Your 4-H Club

Choosing a name for your club may be the first decision your new group gets to make. Keep these pointers in mind as you select your club name:

- **Think Non-Discriminatory**

As a program of Ohio State University Extension, Lucas County 4-H does not discriminate on the basis of race, color, age, gender identity or expression, disability, religion, sexual orientation, national origin, or veteran status. Be sure you select a name which is inviting to everyone and does not exclude or offend.

- **Maintain a Positive Image**

Your club name represents Lucas County 4-H and the 4-H Program as a whole. Select a name which upholds a positive image of 4-H. Club names cannot promote or insinuate illegal or inappropriate activities for youth. (For example: alcohol, tobacco, drugs, or violence)

- **Represent Your Club Members - Be Unique**

Consider choosing a name which describes your club. Consider the types of projects taken by the members or their geographical location. Choose a unique name to distinguish your group. Try to avoid choosing a name similar to other clubs in your area if possible.

- **Make it a Group Decision**

Allow every member to be involved. Each member can be involved by suggesting possible names or discussing the choices. In a large club, it may be helpful to create a committee who can narrow the choice to just a few. Allow the group to vote on the possible names and choose the one the majority prefer.

- **Submit Your Choice for Approval**

All 4-H club names must be approved by the Extension Educator and / or Extension Staff. If you have questions or concerns while selecting your name, please call the extension office for assistance.

Adapted, in part, from: Rutgers Cooperative Extension, [New Jersey Leader Training Series](#), Rutgers. The State University of New Jersey,



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LUCAS COUNTY EXTENSION

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis.
For more information: go.osu.edu/cfaesdiversity.

4-H Club By-Laws - OPTIONAL - Template

The 4-H Club Constitution is required for every 4-H Club. Though optional, Clubs may create their own set of operational “By-Laws”, as long the added rules do not conflict with the Club Constitution.

Include any additional Club rules, guidelines, expectations or policies not listed in the constitution: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trip, etc.

Below are examples of optional articles that could be included in a 4-H Club’s By-Law.

4-H Club By-Laws

Article I. The name of the Club shall be _____ 4-H Club (the “Club”). Organized in the County of _____, OH.

Article II. Meetings

- Meetings held at on the 3rd Wednesday, 7 pm, monthly.
- The re-organization meeting held the third Wednesday in January.
- The annual achievement and awards program held the 3rd Wednesday in October.

Article III. Policies

- The Club will hold meetings that include business, social and recreation activities, and hands-on fun learning.
- A simple majority of “votes in favor” will pass decisions.

Article V. Parliamentary Procedures

- The Club will use basic principles of parliamentary procedures as defined in Roberts Rules of Order.

Continued



4-H Club By-Laws

Article VI. Officers

- Election of officers will occur one month after the re-organization meeting.
- Nominations from the floor will also be permitted.
- The Club will vote on vacancies in any given office.

Article VII. Committees

- Standing committees will be: (1) Awards and Recognition Banquet Committee, (2) Fundraising Committee, (3) Community Service, (4) Constitution and By-laws. (5) Activities Committee.

These By-Laws have been adopted by the members of

_____4-H Club

On date _____

Signature _____

Print name here _____
Club Organizational Advisor

Date _____

Signature _____

Print name here _____
Club Youth President

Date _____

Date(s) of amendment: _____

Ohio 4-H Youth Development Club Constitution

Article I. Name

The name of the Club shall be _____ 4-H Club (the "Club"). Organized in the County of _____, OH. The Club shall be organized as an unincorporated association.

Article II. Purpose

The Club will work with boys and girls to help them grow into productive, contributing members of society. The Club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs and activities. The Club is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III. Ohio State University Extension Affiliation

The Club agrees to comply with all applicable OSU Extension policies and procedures governing Ohio 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club's compliance. OSU Extension is authorized to include the Club in a group tax exemption, and the Club will supply all necessary documentation to ensure the Club's inclusion in a group tax exemption.

Article IV. Policies

Any major decisions of the Club must be voted on by 2/3 of the membership unless the Executive committee was authorized to make the decision. Major decisions include: 1. Amendment of this constitution 2. Financial disbursement from the Club treasury 3. ____

Article V. Membership

Section A. The Club will follow the current Ohio 4-H policy requirements that define eligibility age for membership. Any youth, without regard to race, color, sex, disability, religion, age, or national origin will be accepted as a member. The Club will accept a maximum number of members each year. Once capacity is met, enrollment will be closed until a vacancy occurs. The maximum shall be determined by the decision of the organizational leader and or the County 4-H Professional.



Section B. The Club may work with Cloverbuds, as well as project members, age 8 and in 3rd grade through age 18 as of January 1st of the current year. If working with Cloverbud members they will be part of the total club, but will have separate activity based learning that is appropriate for their age group.

Section C. To become a member, individuals must complete an enrollment form each year with a parent/guardian signature and agree to abide by the rules defined by the Club, the Ohio 4-H Program and the County 4-H program. Members must make a commitment to follow the values stated in the 4-H Club Member Pledge.

Section D. The Club will enroll at least 5 members from at least 3 families each year.

Section F. The Club will meet the standards of usage and protect the 4-H Name & Emblem as set by 4-H National Headquarters.

Article VI. Officers, Elections, and Duties

Section A. The Club will have the following officers: President, Vice President, Secretary, Treasurer, (and the following optional choices of officers) Recreation Leader, Historian, News Reporter, Health Officer, Safety Officer, Environmental Officer and Community Service Leader.

Section B. Officers shall be elected annually.

Section C. Officers shall perform duties as defined in the 4-H officer guides and/or resources. If an officer resigns or can no longer serve as an officer, the Club will select a replacement.

Article VII. Committees

Section A. Executive Committee

The Executive committee will be made up of President, Vice President, Secretary, and Treasurer. This committee shall make any business decisions that must be made prior to the next regular business meeting. The Club members may also delegate decisions to this group.

Section B. Standing Committees

Standing committees are appointed by the Club president and serve as long as needed. Each committee will consist of a chair, and enough members to get the task completed.

Article VIII. Meetings

Section A. The Club will meet a minimum of six times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section B. Members will be given an excused absence for illness and other reasons. Members must contact an advisor or officer, prior to the meeting and explain why they are unable to attend the meeting.

Article IX. Leadership

The Club shall be under the direction and guidance of adult local club leader(s) who have completed the Ohio 4-H Youth Development volunteer selection process.

Article X. Enrollment and Registrations

Annually, members are required to complete a variety of enrollment registration forms and other paperwork in order to participate in 4-H activities and events such as project judging, fairs, clinics, workshops, camps, and awards. It is each member's responsibility to meet the deadline for completion of these forms. Failure to complete the materials in a timely manner may result in non-participation in the activity.

Article XI. Financial Reporting and Responsibilities

Section A. The Ohio 4-H fiscal year is defined as January 1 through December 31.

Section B. The Club will obtain and maintain its own Tax Payer Identification Number (TIN), also known as Employee Identification Number (EIN).

Section C. The Club Annual Financial Report in the format requested by OSU Extension must be submitted to the County Extension office every year by the date established by OSU Extension.

Section D. An annual IRS 990 filing (Form 990, 990EZ, or 990N, depending on Club revenue) must be completed by May 15 for the previous tax year.

Article XII. Use of Club Revenue

Section 501(c)(3) of the Internal Revenue Code prohibits the Club from paying any net earnings beyond reimbursements for the Club's expenses, to any of its members, directors, or officers. Additionally, Section 501(c)(3) prohibits the Club from participating in or taking sides either in political campaigns or in any effort to pass a specific law. The Club will primarily operate for educational purposes. The above limitations are explained in more detail in the following paragraph.

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II. above. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this constitution the Club shall not carry on any other activities not permitted to be carried on (a) by a corporation or unincorporated association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, or unincorporated association contributions to which are deductible under section

170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XIII. Dissolution

Upon dissolution of the Club, any assets shall be distributed to a recognized 4-H club/4-H affiliate or distributed to the Ohio 4-H Youth Development Foundation with the approval of the county 4-H Youth Development Professional as long as such organization is an exempt organization within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose if such organization is not exempt. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

This constitution has been adopted by the members of

_____ 4-H Club

On (date) _____

Signature _____

Print name here _____
Club Organizational Advisor

Date _____

Signature _____

Print name here _____
Club Youth President

Date _____

Form SS-4 (Rev. January 2010) <small>Department of the Treasury Internal Revenue Service</small>	Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ♦ See separate instructions for each line. ♦ Keep a copy for your records.	OMB No. 1545-0003 EIN <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">(BLANK)</div>
-------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

Type or print clearly.	1	Legal name of entity (or individual) for whom the EIN is being requested Club/Affiliate Name- Your club/affiliate name should be specific. Identify using "4-H Club of XXX County"		
	2	Trade name of business (if different from name on line 1) (LEAVE BLANK)	3	Executor, administrator, trustee, "care of" name (Organizational Leader)
	4a	Mailing address (room, apt., suite no. and street, or P.O. box) (Complete)	5a	Street address (if different) (Do not enter a P.O. box.) (Complete)
	4b	City, state, and ZIP code (if foreign, see instructions) (Complete)	5b	City, state, and ZIP code (if foreign, see instructions) (Complete)
	6	County and state where principal business is located (Complete)		
	7a	Name of responsible party (LEAVE BLANK)	7b	SSN, ITIN, or EIN (SSN of leader required)

Application Requires an SSN to be processed. The IRS removes the SSN after the EIN is assigned.

8a	Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8b	If 8a is "Yes," enter the number of LLC members _____ ♦															
8c	If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No																	
9a	Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check. <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Sole proprietor (SSN) _____</td> <td><input type="checkbox"/> Estate (SSN of decedent) _____</td> </tr> <tr> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Plan administrator (TIN) _____</td> </tr> <tr> <td><input type="checkbox"/> Corporation (enter form number to be filed) ♦ _____</td> <td><input type="checkbox"/> Trust (TIN of grantor) _____</td> </tr> <tr> <td><input type="checkbox"/> Personal service corporation</td> <td><input type="checkbox"/> National Guard <input type="checkbox"/> State/local government</td> </tr> <tr> <td><input type="checkbox"/> Church or church-controlled organization</td> <td><input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military</td> </tr> <tr> <td><input type="checkbox"/> Other nonprofit organization (specify) ♦ _____</td> <td><input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other (specify) ♦ The Ohio State University, 4-H Youth Devel.</td> <td>Group Exemption Number (GEN) if any ♦ 5925</td> </tr> </table>			<input type="checkbox"/> Sole proprietor (SSN) _____	<input type="checkbox"/> Estate (SSN of decedent) _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Plan administrator (TIN) _____	<input type="checkbox"/> Corporation (enter form number to be filed) ♦ _____	<input type="checkbox"/> Trust (TIN of grantor) _____	<input type="checkbox"/> Personal service corporation	<input type="checkbox"/> National Guard <input type="checkbox"/> State/local government	<input type="checkbox"/> Church or church-controlled organization	<input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military	<input type="checkbox"/> Other nonprofit organization (specify) ♦ _____	<input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises	<input checked="" type="checkbox"/> Other (specify) ♦ The Ohio State University, 4-H Youth Devel.	Group Exemption Number (GEN) if any ♦ 5925	
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9b	If a corporation, name the state or foreign country (if applicable) where incorporated	State (LEAVE BLANK)	Foreign country (LEAVE BLANK)															
10	Reason for applying (check only one box) <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Started new business (specify type) ♦ _____</td> <td><input type="checkbox"/> Banking purpose (specify purpose) ♦ _____</td> </tr> <tr> <td><input type="checkbox"/> Hired employees (Check the box and see line 13.)</td> <td><input type="checkbox"/> Changed type of organization (specify new type) ♦ _____</td> </tr> <tr> <td><input type="checkbox"/> Compliance with IRS withholding regulations</td> <td><input type="checkbox"/> Purchased going business</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other (specify) ♦ Started new 4-H Club/Affiliate</td> <td><input type="checkbox"/> Created a trust (specify type) ♦ _____</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Created a pension plan (specify type) ♦ _____</td> </tr> </table>			<input type="checkbox"/> Started new business (specify type) ♦ _____	<input type="checkbox"/> Banking purpose (specify purpose) ♦ _____	<input type="checkbox"/> Hired employees (Check the box and see line 13.)	<input type="checkbox"/> Changed type of organization (specify new type) ♦ _____	<input type="checkbox"/> Compliance with IRS withholding regulations	<input type="checkbox"/> Purchased going business	<input checked="" type="checkbox"/> Other (specify) ♦ Started new 4-H Club/Affiliate	<input type="checkbox"/> Created a trust (specify type) ♦ _____		<input type="checkbox"/> Created a pension plan (specify type) ♦ _____					
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	<input type="checkbox"/> Created a pension plan (specify type) ♦ _____																	
11	Date business started or acquired (month, day, year). See instructions. (Fill in Date)																	
12	Closing month of accounting year December 31																	
13	Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14. <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 33%;">Agricultural -0-</td> <td style="width: 33%;">Household -0-</td> <td style="width: 33%;">Other -0-</td> </tr> </table>			Agricultural -0-	Household -0-	Other -0-												
Agricultural -0-	Household -0-	Other -0-																
14	If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>																	
15	First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) _____ ♦ (LEAVE BLANK)																	
16	Check one box that best describes the principal activity of your business. <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Construction</td> <td><input type="checkbox"/> Rental & leasing</td> <td><input type="checkbox"/> Transportation & warehousing</td> <td><input type="checkbox"/> Health care & social assistance</td> <td><input type="checkbox"/> Wholesale-agent/broker</td> </tr> <tr> <td><input type="checkbox"/> Real estate</td> <td><input type="checkbox"/> Manufacturing</td> <td><input type="checkbox"/> Finance & insurance</td> <td><input type="checkbox"/> Accommodation & food service</td> <td><input type="checkbox"/> Wholesale-other</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/> Other (specify) Education</td> <td><input type="checkbox"/> Retail</td> </tr> </table>			<input type="checkbox"/> Construction	<input type="checkbox"/> Rental & leasing	<input type="checkbox"/> Transportation & warehousing	<input type="checkbox"/> Health care & social assistance	<input type="checkbox"/> Wholesale-agent/broker	<input type="checkbox"/> Real estate	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Finance & insurance	<input type="checkbox"/> Accommodation & food service	<input type="checkbox"/> Wholesale-other				<input checked="" type="checkbox"/> Other (specify) Education	<input type="checkbox"/> Retail
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			<input checked="" type="checkbox"/> Other (specify) Education	<input type="checkbox"/> Retail														
17	Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. Youth Development and Youth Educational Activities																	
18	Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," write previous EIN here _____ ♦																	

Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name (LEAVE BLANK)	Designee's telephone number (include area code) ()
	Address and ZIP code (LEAVE BLANK)	Designee's fax number (include area code) ()

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly) ♦ Organizational Leader Name	Applicant's telephone number (include area code) () (enter#)
Signature ♦ _____	Applicant's fax number (include area code) ()
Date ♦ _____	

Form SS-4 (Rev. January 2010) Department of the Treasury Internal Revenue Service	Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ See separate instructions for each line. ▶ Keep a copy for your records.	OMB No. 1545-0003 EIN
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested	
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)
	6 County and state where principal business is located	
	7a Name of responsible party	7b SSN, ITIN, or EIN
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	8b If 8a is "Yes," enter the number of LLC members ▶	
	8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.	
<div><input type="checkbox"/> Sole proprietor (SSN) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (enter form number to be filed) ▶ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Other nonprofit organization (specify) ▶ <input type="checkbox"/> Other (specify) ▶</div> <div><input type="checkbox"/> Estate (SSN of decedent) <input type="checkbox"/> Plan administrator (TIN) <input type="checkbox"/> Trust (TIN of grantor) <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises Group Exemption Number (GEN) if any ▶</div>		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country
10 Reason for applying (check only one box) <div><input type="checkbox"/> Started new business (specify type) ▶ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Other (specify) ▶</div> <div><input type="checkbox"/> Banking purpose (specify purpose) ▶ <input type="checkbox"/> Changed type of organization (specify new type) ▶ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Created a trust (specify type) ▶ <input type="checkbox"/> Created a pension plan (specify type) ▶</div>		
11 Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14. <div>Agricultural Household Other</div>		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶		
16 Check one box that best describes the principal activity of your business. <div><input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Other (specify)</div>		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶		
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code) ()
	Address and ZIP code	Designee's fax number (include area code) ()
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. Name and title (type or print clearly) ▶		Applicant's telephone number (include area code) ()
Signature ▶		Applicant's fax number (include area code) ()
Date ▶		

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 16055N Form **SS-4** (Rev. 1-2010)

4-H Group Tax Exemption Authorization

PLEASE PRINT CLEARLY

Name of 4-H Club or Organization: _____

County _____

Contact Person: _____

Taxpayer Identification Number: _____
(Also known as TIN or Employee Identification Number - EIN)Address: _____

By the signature below of its duly authorized Organizational Advisor, the above 4-H club or 4-H affiliate hereby authorizes The Ohio State University Extension Office to include it in The Ohio State University application for group exemption to be filed with the Internal Revenue Service.

Under penalties of perjury, I certify that the number shown above is the correct taxpayer identification number and that the club or organization named above was organized in the United States.

(Signature)_____
(Print name)_____
(Title)_____
Date

Return your completed form to:

**4-H Youth Development – Room #418 Nationwide &
Ohio Farm Bureau 4-H Center 2201 Fred Taylor Drive
Columbus Ohio 43210**

{00105925-1}



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

**ohio4h.org**

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

Ohio 4-H Charter Checklist

4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.

Please complete this checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. The charter checklist must be reviewed every year to assure a club's continued compliance with the 4-H Club criteria.

Name of 4-H Club _____ EIN #__-_____- (9 digits)

Name of Contact Advisor _____

Address of Contact Advisor _____

Criteria – Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
All of our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
Our 4-H club has at least five youth members from three different families		
The name of our 4-H club was approved through the County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has a current constitution.		
Our club has elected officers.		
Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
Our 4-H club plans a series of experiential learning experiences for club members.		
Our 4-H club agrees to follow all national, state and county 4-H policies and procedures.		
Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
Our club agrees to follow national and state 4-H guidelines for fundraising.		
Our club agrees to maintain its own Taxpayer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 each tax year.		



Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our club agrees to submit a financial report at the end of each club program year.		
Upon dissolution of this club, we agree that any assets will be distributed for a tax exempt purpose.		
Additional Comments from Club Advisor(s):		
Advisor's Signature/Date		
Reviewer Comments:	Circle One	
	Charter Granted	Charter Denied
Extension Professional's Signature/Date		

Revised 3/12/2015