

Club Management Flow Chart for 4-H Professionals

Maintaining Club Status

Items	Minimum Requirements	Best Practices	Resources
Volunteers	New Clubs require at least 1 screened, approved adult volunteer. All adult club volunteers must be approved through the Ohio 4-H Volunteer Selection Process. Volunteer List/Re-enrollment kept in Active File.	It is a recommendation to have at least 2 screened, approved volunteers.	Follow the Guidelines for Forming a New 4-H Club in the Club Management materials in the BuckeyeBox folder
Charter Check List	Reviewed and Approved by the County Extension Professional. Kept in Permanent File according to OSU Records Retention Policy.	Reviewed annually for compliance with items such as agreeing to meet the minimum number of 6 meetings required per year, having at least 5 youth from 3 different families, providing a welcoming and safe environment, etc. Secured in Office with club files.	Use the Financial Management Forms and Links for 4-H Clubs/Affiliates on Ohio4h.org under Volunteers and Club Leaders to view <u>Ohio 4-H Charter Check List</u>
EIN (Employee Identification Number)	1) The Club shall apply for an EIN number from the IRS using the online SS4 application.		Use the Financial Management Forms and Links for 4-H Clubs/Affiliates on Ohio4h.org under Volunteers and Club Leaders



	<ol style="list-style-type: none"> 2) The Club shall complete the Group Exemption Authorization form and return to the County Extension Office to submit to the State 4-H Office. 3) Keep a Copy of IRS Determination Letter. 4) Kept in Permanent File according to OSU Records Retention Policy. 5) Club agrees to submit the Financial Summary form by January 31. 6) Extension Office shall submit 990N annually by May 15. 		
Banking & Audit	Club shall use the EIN to open a checking account in the Club's name, not an individual's name requiring two signatures on all checks written as permitted by the banking institution.	<ul style="list-style-type: none"> • In the event there is only one adult volunteer, a second approved volunteer from a 4-H county advisory committee must agree to be the second signer on 	Use the Financial Management Forms and Links for 4-H Clubs/Affiliates on Ohio4h.org under Volunteers and Club Leaders

		<p>the club checking account.</p> <ul style="list-style-type: none"> Audit treasury records and Club's account on rotating basis at 4-H Professional's discretion. 	
Yearly Financial Summary	Due annually January 31. Kept in Permanent File according to OSU Records Retention Policy.	Require bank statement for beginning and end of year.	Use the Financial Management Forms and Links for 4-H Clubs/Affiliates on Ohio4h.org under Volunteers and Club Leaders
Inventory List	Due annually January 31. Kept in Permanent File according to OSU Records Retention Policy.		Use the Financial Management Forms and Links for 4-H Clubs/Affiliates on Ohio4h.org under Volunteers and Club Leaders
Constitution & By-Laws	On file with the County Office. Keep in Permanent File according to OSU Records Retention Policy.	Reviewed annually and changes submitted to the Extension Office.	Use the Financial Management Forms and Links for 4-H Clubs/Affiliates on Ohio4h.org under Volunteers and Club Leaders
Secretary & Treasurer's Books	Kept on file with Clubs.	Submitted annually to County Extension Office for evaluation and recognition.	Use the Officer Resources information found under the Members section of Ohio4h.org
Agendas & Calendar	Kept on file with Clubs.	Submitted annually to County Extension Office for insurance purposes.	Use the Officer Resources information found under the Members section of Ohio4h.org
Enrollments	Collect 4-H Volunteer & Member Enrollments annually.	Maintain hardcopies of enrollment information and standards of behavior for members and Volunteers. Keep in Active File for current year and move to	Available under 4-HOnline on the Ohio 4-H Professionals Intranet page.

		Permanent File according to OSU Records Retention Policy.	
Tax for 4-H Publications	Clubs that buy books and then sell them to the members are then responsible for collecting and paying the tax to the State of Ohio	<p>1) County Extension Office charges tax directly to the club and clubs pay dues/program fee to OSU Extension to cover book taxes</p> <p>2) 4-H Clubs or County 4-H Advisory Committee buys books with funds raised or uniform dues collected from all participants without regard to number of or cost of books.</p> <p>3) County sponsor covers all book taxes</p>	Use the Financial Management Forms and Links for 4-H Clubs/Affiliates on Ohio4h.org under Volunteers and Club Leaders