



HIGHLAND COUNTY 4-H CLUB

ANNUAL REPORT

This form must be filled out completely and filed annually by **MAY 15** with OSU Extension Highland County in order for the club to retain its charter, exempt status, and authorization to use the 4-H Name and Emblem.

Club Name: _____ Date: _____

Head Advisor(s): Name: _____ Phone: _____

Name: _____ Phone: _____

Club EIN: _____

Email address: _____

Club Officers:

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Newsreporter: _____ Rec Ldr.: _____

Health/Safety: _____ Other: _____

1. Where does your club usually meet? _____

2. Is the meeting site handicap accessible? Yes No

3. What is your regular meeting day and time? (Example - 2nd Tuesday at 7:00 p.m.)

4. Does your club have a constitution, bylaws, or guidelines approved by this year's members?
 Yes No

Please attach the most current club by-laws to this form.

5. Does your club have a written program plan/calendar for the year? Yes No

If yes, please attach a copy to this form.

6. Our club maintains the following: Checking account
 Savings account
 Other, please describe:

Attach a copy of your club's annual Yearly Summary (Audit) Report. This is a written report, documenting that the bank statements and club written financial records have been reviewed and verified. The audit should be conducted annually and at anytime during the year when the treasury changes hands. The audit should be conducted by a club Financial Review (audit) Committee, which is appointed by the president and is composed of two or more adults and youth, none of whom have signing privileges on the accounts. A copy of the report will be kept on file in the OSU Extension Highland County Office with official club records. A report form is attached. It can also be found in with the Treasurer's resource materials online at <http://www.ohio4h.org/members/officers/>.

Please read, complete, and sign the back of this form before returning it and the requested attachments to the Extension office.

Charter Checklist:

	We meet requirements	We need to work on
1) All of our club's adult advisors were approved through the Ohio State volunteer screening process.	_____	_____
2) Our 4-H club has at least five members from three different families.	_____	_____
3) The name of our club was approved by OSU Extension.	_____	_____
4) Our club must have a minimum of 8 events (6 being meetings) to carry out the club program.	_____	_____
5) Our club agrees to provide a welcoming and safe environment for all club members.	_____	_____
6) Our club plans a series of experiential learning Experiences for club members.	_____	_____
7) Our club agrees to follow Ohio and Highland County 4-H policies and procedures.	_____	_____
8) Our club agrees to follow the national and state guidelines for use of the 4-H name and emblem.	_____	_____

My signature certifies that I understand the following:

Upon dissolution, 4-H clubs with assets must turn over those funds to a recognized non-profit, charitable organization, such as another 4-H club, the Highland County 4-H Committee, or the Highland County 4-H Endowment at OSU. Proof that club funds have been appropriately distributed and that bank accounts in the name of the 4-H club have been closed must be provided to OSU Extension Highland County within 30 days of the dissolution of the club.

Additionally:

My signature below certifies that membership in the _____ 4-H Club, Highland County, Ohio, is open to all eligible youth on a nondiscriminatory basis without regard to race, color, age, gender identify or expression, disability, religion, sexual orientation, national origin, or veteran status.

Organizational Advisor's Signature

Date

Club President

Date

Return by May 15 to OSU Extension Highland County, 119 Governor Foraker Place, Suite 202 Hillsboro OH 45133.

Attach:

- ___ Copy of current club by-laws.
- ___ Copy of club program plan/calendar for current year.



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