



2012-2013 TEXAS 4-H & YOUTH DEVELOPMENT PROGRAM

4-H CLUB/GROUP CHARTER FORM

Directions:

- Form will be completed electronically, using this form in the pdf format.
- Once completed, form will be e-mailed to county Extension Office as an e-mail attachment.
- In addition to charter form all other required attachments will need to be scanned for submitted with charter form.

CLUB/GROUP INFORMATION

Club Name _____ Type of Club: _____

Primary Club Contact: _____

Club Address Line 1: _____

Club Address Line 2: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____ E-mail: _____

Website: _____

Affiliation: _____

CLUB/GROUP MEETING INFORMATION

Meeting Day (Ex: 2nd Tuesday): _____

Regular Meeting Location: _____

Regular Meeting Time: _____

Is this club in a racial mixed community: (i.e. all ethnicities live in the area served by the club)?: _____ YES _____ NO

Is this club integrated as to the racial and ethnicity of the membership?: _____ YES _____ NO

CLUB/GROUP OFFICERS *(list all officers for current year)*

President: _____

1st Vice-President: _____

2nd Vice-President: _____

3rd Vice-President: _____

Secretary: _____

Treasurer: _____

Reporter/Public Information: _____

Safety/Health Officer: _____

Council Delegate: _____

Council Delegate: _____

Other: _____

Other: _____

Club Manager (Adult): _____

Club Manager (Adult): _____

CLUB/GROUP FINANCIAL INFORMATION

Does this club/group have a bank account(s): _____ YES _____ NO

If YES, complete the following table

Name of Financial Institution	City, State	Phone Number	Type	Account Number

Employee Identification Number (EIN): _____ - _____ (Format: XX - XXXXXXX)

If club/group DOES NOT have an EIN why?

Date of Last Financial Review of Account(s): _____

Does Club/Group have a current operating budget approved by membership?: _____ YES _____ NO

CLUB/GROUP GENERAL INFORMATION (answer each question by placing and 'X' in appropriate area)

4-H Club: Does this club have five or more members from at least two different families?: _____ YES _____ NO

4-H Club: Is every 4-H member enrolled into at least one project?: _____ YES _____ NO

OTHER CHARTERING DOCUMENTS REQUIRED WITH THIS APPLICATION

_____ Copy of Approved By-Laws that include dissolution clause pertaining to all monies and assets

_____ Verification letter from IRS validating Employee Identification Number (EIN)

_____ Copy of proposed/approved budget for 4-H Club/Group

_____ Most recently dated bank statement(s) for all club/group account(s)

By agreeing and submitting this application, this club/group, and its leadership agree, that is a subordinate of Texas 4-H Inc. _____ YES _____ NO