

# Club Charter Renewal

Club Name \_\_\_\_\_

Program Year \_\_\_\_\_

This assessment should be completed annually. A copy of this form should be placed in the clubs file and a copy provided to the organizational leader.

1. Submit annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office. Keep OCES informed of changes and additions.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Complete an end of year report of club activities and submit to county Extension office.
4. Provide an annual financial accounting to county Extension educator(s) for any funds raised or collected in the name of 4-H including account numbers and balances. To maintain 501(c)3 status the club must provide the county office with EIN's for all accounts filed with the IRS.
5. Complete a regular enrollment process for 4-H members and volunteers.
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities.

Exceeded	Met standards	Needs Improvement

Comments:

Charter Renewed for \_\_\_\_\_ Program Year

Club on probation for \_\_\_\_\_ Program Year with the understanding to maintain their Charter they must meet minimum standards.

Date \_\_\_\_\_ Extension Educator \_\_\_\_\_