

# CLUB COPY

## 2024 4-H ENROLLMENT CHECKLIST



CLUB \_\_\_\_\_

### WHAT TO RETURN TO THE OSU EXTENSION OFFICE BY APRIL 12<sup>TH</sup>

- ☐ Club Charter Checklist/Club Enrollment Form
- ☐ Club Constitution and By-Laws
- ☐ Copy of the previous year's Yearly Financial Summary Form  
*\*can be completed on the paper form or done online at: [go.osu.edu/yfs](https://go.osu.edu/yfs)*

Paper form

Completed Online

- ☐ Project Book Order Form and Payment (check made payable to OSU Extension)
- ☐ Payment for Activity Fee - \$10 per member and cloverbud – separate from project book payment- also made payable to OSU Extension
- ☐ Signed Sales & Use Tax Blanket Exemption Certificate
- ☐ List of club's officers, if available

### ITEMS DUE LATER:

- ☐ Donation of \$2 per member due to the Erie County 4-H Committee June 1st
- ☐ Yearly club program due to the OSU Extension Office June 1st (for honor club points)
- ☐ Club calendar due to the OSU Extension Office June 1st (can be part of your club program)
- ☐ Honor Club Form due to the OSU Extension Office by September 9th

\* A By-Laws template, as well as other helpful resources/documents, can be found at: <https://ohio4h.org/volunteers/volunteers/club-leaders>.