



4-H Affiliated Group Charter Application (4-H Advisory groups, Leaders' and Fair associations)



Congratulations on being part of the New Jersey 4-H Youth Development Program! You will be issued an official 4-H Charter with the name of the group upon completing and submitting this application to your county 4-H office by **December 7**. Every 4-H group is required to obtain an official charter authorizing use of the 4-H name and emblem.

All requirements listed below must be included in your group's by-laws in order to be an official 4-H chartered group. Please check one blank next to each requirement indicating that your by-laws either include this requirement now or will include it by **January 1, 2008**. Failure to meet these criteria by January 1, 2008 may result in suspended use of the 4-H name and emblem. If this date precedes your next group meeting, please contact your county 4-H office for special arrangements.

Group name _____ 4-H County _____

Check one blank next to each statement or clause required in your by-laws to obtain official charter.

Current or Will Include

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>4-H Mission Statement</u> and the purpose of the group in supporting the mission. |
| <input type="checkbox"/> | <input type="checkbox"/> | Group (your name) will comply with all <u>New Jersey 4-H policies</u> under the guidance and support of 4-H faculty/staff. This includes, but is not limited to: |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Policy of Inclusion</u> : 4-H Youth Development programs are offered to all youth, grades K-13, on a grade appropriate basis, without regard to race, religion, color, national origin, gender, sexual orientation, or disability. All possible efforts will be made to include rather than exclude youth in events conducted by the 4-H Youth Development Program. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Use of the Name & Emblem Policy</u> : A statement recognizing authorization to use the 4-H name and emblem is granted by Rutgers Cooperative Extension 4-H Youth Development, the unit of the NJ Agriculture Experiment Station responsible for oversight, guidance, and support of (your group name). |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Fund-raising and Treasury Guidelines and Polices</u> which includes, but is not limited to: |
| <input type="checkbox"/> | <input type="checkbox"/> | - ** Follow IRS and the NJ Charitable Registration regulations as applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | - All bank accounts require two authorized signatures (ie treasurer and one other officer). |
| <input type="checkbox"/> | <input type="checkbox"/> | - Annual Financial Review (audit) conducted and submitted to county 4-H office. |
| <input type="checkbox"/> | <input type="checkbox"/> | - A dissolution clause indicating club monies and property revert to county 4-H program |

** EIN _____ (If group does not have an EIN, complete IRS SS-4 form and submit with this application. The county 4-H office will make a copy for the file and submit it to IRS for the group inclusion under the 4-H GEN).

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4-H GEN Filing Waiver

It is strongly recommend that all 4-H groups choose to be under the 4-H GEN in order to provide an extra level of protection for volunteers and 4-H groups. However, 4-H groups that have property or large events of which they are responsible may choose to remain under their own 501c3.

By signing below...

- We choose to remain under our current 501c3 status and not to be part of the 4-H GEN.
- We understand we must submit a copy of the groups current EIN and IRS documentation for verification of 501c3 status to the county 4-H office.
- We understand and agree to adhere to the policies and regulations as designated by the IRS (Internal Revenue Service) and 4-H National Headquarters.
- We understand that even though this 4-H group is not filing their EIN under the 4-H GEN, we are required to apply for and maintain the requirements for an official 4-H charter.
- We understand that failure to comply with the above mentioned statements will result in loss of official 4-H Charter and may result in additional penalties as outlined in IRS regulations.

Group name _____ ** EIN _____

Authorized Signature of group leader(s) _____ Date _____

_____ Date _____

The group members currently holding office sign below:

Print name _____ Signature _____

Office Held _____ Date _____

Print name _____ Signature _____

Office Held _____ Date _____

Print name _____ Signature _____

Office Held _____ Date _____

Print name _____ Signature _____

Office Held _____ Date _____

Submission approved by _____ Date _____

(County 4-H Agent or 4-H Program Associate)

The County 4-H office retains the original and sends a list of 4-H chartered clubs/organizations to the state 4-H office. The Department of 4-H Youth Development (state 4-H office) is the official chartering agency for New Jersey 4-H clubs.