

## 2021-2022 Club Chartering

### Club Planning Sheet

| Document              | Details   | Who is responsible? | Signatures Required?              | Notes |
|-----------------------|---|---------------------|-----------------------------------|-------|
| Application Worksheet | <i>Done in one person's profile in 4HOnline</i>                   |                     |                                   |       |
| Charter Agreement     |   |                     | 3- Adult Leader, Treasurer, Agent |       |
| Bylaws                |   |                     |                                   |       |
| EIN Verification*     | <i>Only if club or EIN is new.</i>                                |                     |                                   |       |
| Bank Statement*       | <i>Two signatures from different households and not related</i>   |                     |                                   |       |
| Review of Finances*   | <i>Reviewers cannot be associated with club or county office.</i> |                     | 3- Two reviewers, Agent           |       |
| Club/Group Assets     | Included with Financial Review                                    |                     |                                   |       |