Iowa 4-H Chartering Process
County Staff Checklist

Once for All New and Existing Clubs

- An Iowa 4-H Request for Charter one-page form must be filled out and turned in. Existing clubs need to complete this form by September 1, 2020. In order to complete this form you will need:
  o Club name
  o Meeting location (town or address)
  o Day, time and frequency of meetings
  o Overarching goal for the club
  o Name, phone and email of a volunteer leader who has met all volunteer requirements

Annually

- Upload a calendar of events to 4-HOnline by January 15. This should include meeting dates and locations for the calendar year. A sample form is available.
- If the club raises and spends funds, upload an annual financial summary by January 15. A sample form is available.
- Upload a 4-H Club Compliance Report to 4-HOnline by January 15. This form needs to be filled out and signed by the club leader and club president.
- Confirm in your 4-HOnline records that every club has at least one club leader who is up to date on annual training and Child Protection and Safety Policy screening requirements by July 1.