

# 4-H CLUB FINANCIAL UNDERSTANDING



OSU EXTENSION  
4-H YOUTH DEVELOPMENT

4-H is the Youth Development Program of the Oklahoma Cooperative Extension Service (OCES).

Extension professionals in cooperation with certified and trained adult 4-H volunteers provide leadership to clubs, Special Interest Groups (SPIN) and a county 4-H program. As a result, there is a measurable positive impact on enhancing the life skills of youth, parents, families and volunteers. This work fulfills the Oklahoma Cooperative Extension Service mission statement “to develop science-based educational programs to help Oklahomans solve local issues and concerns, promote leadership and manage resources wisely” and the Oklahoma 4-H program vision: We make Oklahoma better by creating opportunities for youth to develop leadership, citizenship and life skills, empowering youth to be productive citizens.

Only Chartered 4-H clubs and affiliates are authorized to use the 4-H Name and Emblem:

- Chartered 4-H Clubs agree to follow USDA and Oklahoma 4-H Name and Emblem guidelines for the purpose of: educational/informational programs, marketing and visibility and fund development which supports the educational function and the overall mission of the Oklahoma 4-H Program.
- 4-H Charters do not allow a recognized 4-H Club to share their rights and privileges, like the use of the 4-H name and Emblems, with any other person, group, or business.
- On materials that are originated, requested, purchased, distributed, or sold by them within their local area

A 4-H Charter represents an agreement within the context of the overall 4-H Program and have a two-fold purpose:

- 1) it is an agreement by the club with USDA and Oklahoma Cooperative Extension on the proper use of the 4-H Name and Emblem; and
- 2) it is an agreement by the club with Oklahoma State University and **(NAME)** County Extension office to follow and abide by all state and local 4-H policies, procedures, and other requirements.

Under U.S. Department of Agriculture and Oklahoma State University guidelines, the county Extension office is required to keep track of all transactions related to finances in 4-H clubs. It’s expected that all 4-H clubs/groups/organizations using the name and emblem be transparent with financial records – that is show the source of any money raised and how it is disbursed.

**4-H club chooses the following option for managing club funds:**

**Option 1 - School Activity Account**

4-H clubs that meet in the school or who are affiliated with a school can place money in the school activity fund. The club would be responsible to follow the school’s policies regarding check requests, reports, etc., as well as OCES financial guidelines for 4-H clubs.

The school and county Extension office are expected to have a written statement of understanding stating the funds belong to **(NAME)** county 4-H in the event the club dissolves/disbands or the charter is revoked. If this is not acceptable to school policy, the club’s funds will be held in the county Extension office agency account.

**Option 2 – Extension Office Agency Fund or County 4-H Foundation (as applicable)**

**Option 3 - Local 501c3**

Local clubs could apply for their own 501c3 status and report their own tax liabilities to the IRS, **with approval** of State 4-H Office.

Club Leader(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Below this line – To be completed by ANY club who chooses Option 1.

\_\_\_\_\_ is an officially recognized Chartered 4-H Club and is affiliated with **(SCHOOL NAME)** school. The school understands 4-H and OCES have guidelines regarding the management of 4-H club funds. By selecting an option for managing funds, the school has designated a preference for handling club funds. Oklahoma 4-H will provide the school with 4-H Financial Guidelines for 4-H Clubs and provide training to any school official who may be connected to the club as an official 4-H representative/certified 4-H volunteer/financial representative.

School Administrator/Principal Signature	Date:
Extension Educator’s Signature	Date

\*\* Provide the school a copy of this document. The original will be uploaded to the Club Profile in the authorized/designated enrollment system and submitted with the Charter Application.