

Arkansas 4-H Club Requirements

Basic:

- Authorized through the county and state to use the official 4-H Name and Emblem.
- Organized group with a minimum of 6 youth (from at least 2 different families) ages 5-19 as of January 1 of the current year.
- Planned meeting calendar on file in county office.
- Conducts a minimum of 6 organized meetings during each official 4-H year (October 1 – September 30)
- Maintains at least 2 Non-Related, certified, adult volunteer leaders.
- Elects club officers with a minimum of the following:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Reporter
- Club officers preside and youth conduct club business meetings.
- Meet in a location approved by the County Extension Agent or the Extension Agent Staff Chair.
- File meeting times, dates, and locations with Extension Office.
- Submit monthly club meeting minutes and attendance to county extension office within 7 working days after the club meeting.
- Has an educational component as part of all official 4-H Club meetings.
- Provides youth with opportunities to learn skills in a variety of project areas.
- Provides youth with opportunities for leadership, citizenship, and community service.

Specific Club Standards:

**These completed documents are to be uploaded to the 4-H Club's 4-H Online account.

- Complete 4-H Club Charter form – see county 4-H website (annually by November 30).
- Create, approve, and submit 4-H Club By-laws to County Extension Office (annually by November 1). See “Sample 4-H Club By-laws” for example.
- Complete Annual Request of Official Approval of a 4-H Club Unit, Certification of Nondiscrimination, and permission to use 4-H name and emblem (AFFACT-662).
- Submit the following completed 4-H Club Financial documents to County Extension Agent prior to October 1 (annually):
 - Annual Club Financial Statement
 - Annual Club Inventory Report
 - Must be completed and signed regardless if club has inventory.
 - Peer Review Audit Report
 - Audit Review Committee Checklist(See county 4-H website for Word template.)
- Complete and submit copy of the club's proposed/approved annual budget. (See county 4-H website for Word template.)
- If a 4-H club opens a bank account, then they should use the CES tax ID # of [62-1712458](#). Clubs can no longer get an EIN.

