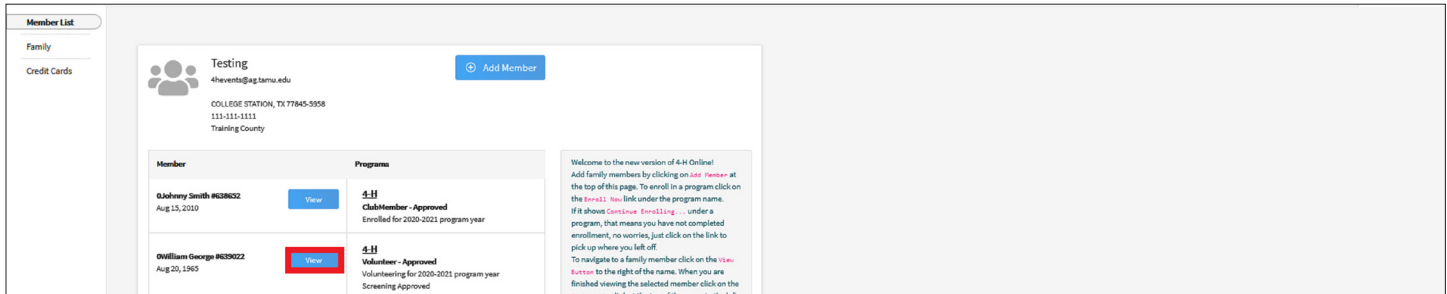
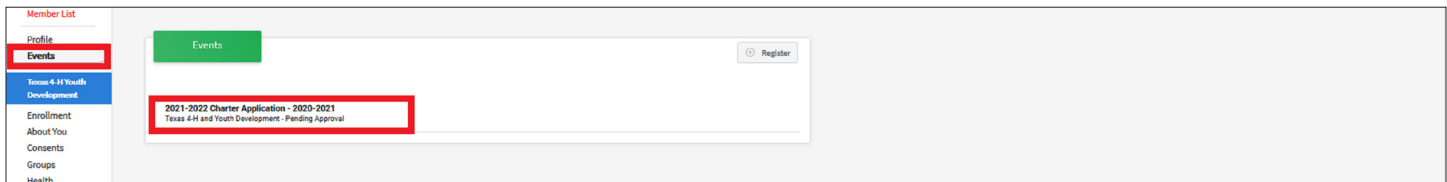


## CHARTER APPLICATION STATUS

- Click the Member List link from the navigation pane on the left side of the screen.
- Click the blue View button beside the member's name.

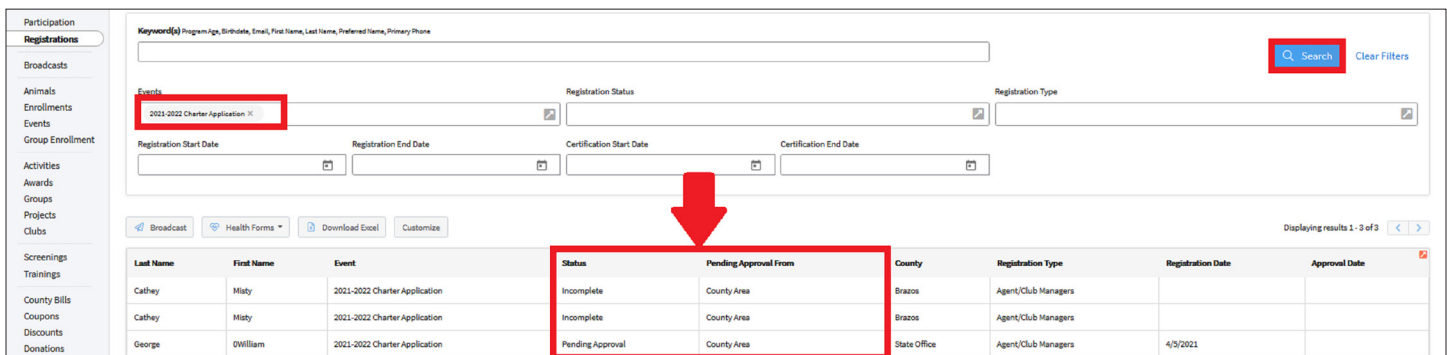


- Click the Events link from the navigation pane on the left side of the screen.
  - **Pending** - The county or state office needs to review the application
  - **Approved** - The state office has approved and the charter club will become active for the 21-22 4-H year
  - **Incomplete** - The application has not been submitted all the way
  - **Resubmit** - The county or the state office has sent the application back for corrections



## CHARTER APPLICATION STATUS LOGGED IN AS THE COUNTY OFFICE

- Click Registrations link on the navigation pane.
- Click the Clear Filters link to remove all filters currently in place.
- Select the Charter Application in the Events field drop-down menu.
- Click the blue Search button.
- The search results will be displayed at the bottom. See the status column for current status.



Last Name	First Name	Event	Status	Pending Approval From	County	Registration Type	Registration Date	Approval Date
Cathy	Misty	2021-2022 Charter Application	Incomplete	County Area	Brazos	Agent/Club Managers		
Cathy	Misty	2021-2022 Charter Application	Incomplete	County Area	Brazos	Agent/Club Managers		
George	William	2021-2022 Charter Application	Pending Approval	County Area	State Office	Agent/Club Managers	4/5/2021	

- Click the name of the person to view details about the event.
- If the event was sent back from the state 4-H office, the reason will be listed under State 4-H Office Issue Comments.

**State Office Comments - Only the county, district and state can view comments. Only the State can edit.**

Council - The IRS revoked this clubs EIN from under Texas 4-H Inc. Since the club has money, we are not able to charter it until they work things out with the IRS or file for a new EIN.