



# EXISTING 4-H CLUBS AND GROUPS

## WISCONSIN 4-H CHARTER ANNUAL RENEWAL

4-H Youth Development

March 2013

A 4-H Charter indicates the 4-H Club or Group is organized in accordance with objectives of the 4-H program. It authorizes the club or group to use the 4-H Name and Emblem for educational purposes in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture.

- The purpose of the 4-H Charter is education, communication and accountability.
- A 4-H Charter is given to a new 4-H Club or Group as they are formed and meeting the requirements.
- 4-H Clubs and Groups must renew their 4-H Charter annually through completion of the 4-H Charter renewal process. All 4-H Clubs must be chartered.
- All 4-H Groups (including committees, boards or other organizations) that hold any financial accounts must be chartered. If a 4-H Group does not hold financial accounts, it must be formally recognized and accountable to the County 4-H Leaders Organization.

### DIRECTIONS

4-H Club and Group Charters will be renewed **November 1 to October 31**. Charter renewals will be granted upon **successful** completion of this "Wisconsin 4-H Annual Charter Renewal" packet. **All sections** in this packet must be completed by the 4-H volunteer club or group leadership team for the renewal year of this application. It is expected that youth officers and members be involved in this process. Do not leave any line blank. **Adult and youth volunteer signatures are required on pages 3 and 6**. Thank you for your time in this important process.

To be authorized to use the 4-H name and emblem, *all 4-H Clubs and chartered groups* must complete and return this packet no later than *November 1* to the County UW-Extension Office. **County Due Date if earlier than November 1:** \_\_\_\_\_. Help is available from the local 4-H Youth Development Staff and 4-H Community Club Central Website: <http://www.uwex.edu/ces/4h/clubs/index.cfm> .

### Why Are 4-H Charters Necessary?

University of Wisconsin-Extension grants 4-H Charters, which formally recognize a group's affiliation with 4-H and grant that group permission to use the 4-H Name and Emblem. To be a chartered 4-H Club or Group in Wisconsin, the following requirements need to be met and maintained:

- Club name or group name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the club or group
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

The University of Wisconsin-Extension, Cooperative Extension 4-H Youth Development Program has programmatic and financial accountability for all 4-H clubs and groups in Wisconsin. All 4-H clubs and groups must follow the [Wisconsin 4-H Youth Development Policies](http://www.uwex.edu/ces/4h/resources/policies/index.cfm) (<http://www.uwex.edu/ces/4h/resources/policies/index.cfm>)

### WISCONSIN 4-H GREEN GUARANTEE

4-H Charters ensure that groups using the 4-H Name and Emblem are meeting the following components of the "Wisconsin 4-H Green Guarantee" and providing opportunities for 4-H members to develop and learn through 4-H.

In Wisconsin, 4-H Clubs and Groups *guarantee* youth members the opportunities to:

- Develop positive relationships with peers and adults;
- Be actively involved in their own learning;
- Contribute as active citizens through community service and leadership;
- Develop skills that will help them succeed;
- Recognize, understand and appreciate others;
- Have fun.

# 4-H CLUB OR GROUP'S LEADERSHIP INFORMATION

Complete for the charter renewal year of November 1 through October 30.

County: \_\_\_\_\_ Today's Date (mm/dd/yy) \_\_\_\_\_

Name of 4-H Club or Group: \_\_\_\_\_  4-H Club  4-H Group

Date/Year the 4-H Club or Group began (if known): \_\_\_\_\_

Name of Primary 4-H Club/Group Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Co-Leader(s) / Assistant(s): \_\_\_\_\_

Co-Leader(s) / Assistant(s): \_\_\_\_\_

Co-Leader(s) / Assistant(s): \_\_\_\_\_

Officers: (please complete the leadership roles applicable to the 4-H Club or Group):

President/Chair: \_\_\_\_\_

Vice-President/ Vice-Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Reporter: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

## SUMMARY OF PAST YEAR ACTIVITIES

What was included in your regular meeting routine? (Please check *all* that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Business meeting | <input type="checkbox"/> Educational program               |
| <input type="checkbox"/> Food/snacks      | <input type="checkbox"/> Sharing/get acquainted activities |
| <input type="checkbox"/> Recreation/games | <input type="checkbox"/> Project meetings                  |
| <input type="checkbox"/> Demonstrations   | <input type="checkbox"/> Other: _____                      |

How did you communicate with families in your 4-H Club/Groups? (Please check *all* that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Phone tree               | <input type="checkbox"/> Club or Group meeting announcements   |
| <input type="checkbox"/> E-mail                   | <input type="checkbox"/> Website – Club or County (circle one) |
| <input type="checkbox"/> Club or Group newsletter | <input type="checkbox"/> Social media (such as Facebook)       |
| <input type="checkbox"/> Letters / postcards      | <input type="checkbox"/> Other: _____                          |

What did your 4-H Club or Group do to create a welcoming environment for all members and families?

What was done specifically to help new members and families feel welcome?

**Summary of Past Year Activities, Continued**

How did the 4-H Club or Group involve *youth* in making decisions?

Please list the *community service* projects and their impact the 4-H Club or Group accomplished this past year.

Describe progress on the *club or group goals* from the previous year.

**4-H CLUB OR GROUP MEETING INFORMATION FOR RENEWAL YEAR**

Regular 4-H Club or Group **meeting time**: Day of month: \_\_\_\_\_ Time: \_\_\_\_\_

**Location** where 4-H Club or Group meetings normally will be held: \_\_\_\_\_

Is the meeting site **handicap accessible**?  Yes  No

Does the 4-H Club or Group have at least **five or more youth from at least three families**?  Yes  No

Does the 4-H Club or Group have a **website**?  Yes  No

If yes, address of Website: \_\_\_\_\_

Does the 4-H Club or Group have a **Facebook or social network site**?  Yes  No If yes, address of Facebook or other Social network site: \_\_\_\_\_

*For 4-H Clubs*, list the names of the one or more leader(s) that attended the **Annual Volunteer Leader Team Training**? This training is **required** for charter renewal. (This is not the Youth Protection Volunteer Orientation Workshop.)

Wisconsin 4-H Policies state that every 4-H Club or Group must have written operating guidelines or bylaws.

**Attach one copy of the 4-H Club's or Group's written operating guidelines or bylaws** to this form.

Indicate meeting date handed out to members this year: \_\_\_\_\_

Date of last update to operating guidelines or bylaws: \_\_\_\_\_

Does the 4-H Club or Group **own land or buildings**?  Yes  No If yes, describe:

Does the 4-H Club or Group **own other property or project equipment** (over \$500)  Yes  No If yes, an inventory needs to be in the club or group's records file and updated annually. The 4-H Youth Development Educator may want a copy of this inventory.

*By signing this, we agree to make all reasonable efforts to assure participation in our 4-H Club or Group is open year-round to all interested youth (of eligible 4-H grade) and adults regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.*

\_\_\_\_\_  
4-H Adult Volunteer Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Leader Signature (Club President or Group Youth Leader)

\_\_\_\_\_  
Date

# 4-H CLUB OR GROUP CALENDAR PLANNER

**4-H Club or Group Goals for the Year** (e.g. increase the educational experiences for members, develop newsletter with 4-H members, review and evaluate community service project to meet local community needs, increase number of youth leaders, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Please provide** meeting dates, planned business topics and educational programming for each meeting. The three parts of *effective* 4-H meetings are business, education and recreation.

**Check One:**

- The 4-H Club or Group Annual Calendar is attached to this document (do not include meeting agendas)
- The 4-H Club or Group Annual Calendar is completed below (add additional pages if needed)

Month	Meeting Logistics	Meeting, Event, Activity	Committee Person(s) Responsible
SAMPLE	September 12, 7:00 p.m. Clover Center Town Hall	<i>Business Items: Election of Officers, Community Service idea for fall, form Holiday Party Committee Education/Program: Guest speaker, Clover Center Police Officer Recreation/Refreshments: Smith Family</i>	Mrs. Smith Jane Heart
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			

# 4-H CLUB OR GROUP ANNUAL FINANCIAL REPORT

Name of 4-H Club/Group: \_\_\_\_\_ Today's Date (mm/dd/yy) \_\_\_\_\_

All 4-H Clubs and chartered Groups are required to have an EIN number and submit a financial record and audit report to the County UW-Extension Office once each year. Federal regulations governing the use of the 4-H Name and Emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes. Failure to annually submit the financial report could result in loss of approval to use the 4-H Name and Emblem and the 4-H Charter. It is recommended that 4-H Clubs and Groups use a cash accounting method.

EIN (Employee Identification Number, also known as the Federal Tax ID Number) \_\_\_\_\_

Wisconsin or Tribal Sales Tax Exempt Number (if the 4-H Club or Group has one) \_\_\_\_\_

**Please check one:**

- The 4-H Youth Development Educator completes the annual required Form 990 IRS report
- The 4-H club/group completes the annual Form 990 IRS required filing. Attach verification.

**Complete the following information based on the 4-H fiscal year, July 1 through June 30**

- The difference in the reconciled funds in checking plus all savings accounts must match the difference between the total funds received and funds disbursed.
- **Attach a copy of the bank statement ending June 30 for each account held by the 4-H Club or Group that reflects the account balances for the end of the fiscal year.**
- **DO NOT LEAVE ANY BOXES BLANK – ENTER ZERO OR THE DOLLAR AMOUNT**

### Annual Accounting Form

	Beginning Balance (July 1)	Reconciled Ending Balance (June 30)
Checking Account	\$	\$
Savings Account (combine all savings, money market, CD's, etc.)	\$	\$
<b>Total Funds</b>	\$	\$

*4-H Clubs must use the categories as listed below as identified. Suggested additional categories for **Funds Disbursed** include: Dues Paid to County, Educational Supplies, Community Service Expenses, Recreation, etc.*

Funds Received		Funds Disbursed	
Fund Raising (do not subtract expenses)	\$	Fund Raising Expenses	\$
Member Dues	\$	(list category)	\$
Donations <sup>1</sup>	\$	(list category)	\$
Investment Income <sup>2</sup>	\$	(list category)	\$
Income from Youth Development Services <sup>3</sup>	\$	(list category)	\$
Other/ Pass Through Funds <sup>4</sup>	\$	Other/ Pass Through Funds	\$
<b>Total Funds Received</b>	<b>\$</b>	<b>Total Funds Disbursed</b>	<b>\$</b>

<sup>1</sup> Occasionally, the 4-H Youth Development Educator may need to access a record of individual donations during the last fiscal year. In that instance, the 4-H Youth Development Educator will contact you.

<sup>2</sup> Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

<sup>3</sup> Income from providing youth development services only includes fees charged directly to participants for the ability to participate in programs, such as 4-H camps. However, it does not include membership dues.

<sup>4</sup> Other/Pass Through Funds includes fees collected for educational programs carried out by other groups. This money is collected from the member/family and then paid directly to the other group/organization.

## Accounts Information

### Checking Account Information

Account Name (exactly as it appears on the bank statement) \_\_\_\_\_

Bank Name and Location \_\_\_\_\_ Account Number \_\_\_\_\_

### Savings Account Information

Account Name (as it appears on the bank statement) \_\_\_\_\_

Bank Name and Location \_\_\_\_\_ Account Number \_\_\_\_\_

### Other Account Information (if applicable) (add pages to this document if needed)

Account Name (as it appears on the bank statement) \_\_\_\_\_

Bank Name and Location \_\_\_\_\_ Account Number \_\_\_\_\_

**Account Authorization:** Names of people authorized on any accounts. It is strongly recommended that each account have two or three unrelated people authorized on all accounts. One youth and one adult are recommended.

**Handling Money:** List if there are **any other youth or adults** that coordinate a fundraiser or program on behalf of the club or group that would be handling money who are not on the account authorization above:

**Excess Funds:** Does the 4-H Club or Group have [excess funds](#) as defined by Wisconsin 4-H Youth Development Policies?  Yes  No

**Annual Audit:** All 4-H Clubs and chartered Groups must have an annual audit to review and verify all the financial accounts and activities and this Annual Financial Report. The audit must be completed by an adult unrelated to the person who completed the report and who is not directly involved with the club's finances. It is suggested that two people review the books, of which one can be a youth. At least, one adult auditor signature is required. [Audit resources and tools](#) are available to assist volunteers.

*"By signing below, I attest that I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct."*

**Audited by:** \_\_\_\_\_  
Auditor Signature Date

\_\_\_\_\_  
Auditor Signature Date

Upon dissolution, 4-H Clubs with assets must turn over all 4-H funds to a recognized 4-H Club or Group with approval of a County UW-Extension staff member responsible for oversight of the 4-H Youth Development program.

## Financial Report Signatures

**Completed by:** \_\_\_\_\_  
4-H Adult Volunteer Leader Signature Date

\_\_\_\_\_  
4-H Club or Group Treasurer Signature Date



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. © 2013 by the Board of Regents of the University of Wisconsin System Developed by the Wisconsin 4-H Office, 431 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.