**ANNUAL CLUB CHARTERING INSTRUCTIONS- updated 6/5/19**

**BOULDER COUNTY 4-H**

The following needs to be completed and turned in to the Extension Office by August 21 in order to charter the club for the new 4-H year. A club must be chartered to use the 4-H name and emblem, to have the support of CSU and the County Extension office, and in order to enroll 4-H members.

**Clubs that have not completed the chartering process by August 21 will be dissolved.**

*-- Two steps this year: Complete Club Forms, then turn in forms to the office. NO ONLINE FORM FOR LEADERS- this process is moving to Extension Office Staff.*

**FORM DIRECTIONS: (NOTE: ALL FORMS MUST BE TYPED- NO HANDWRITTEN)**

* **Bylaws:** **You should not have to update anything on these bylaws this year as a requirement from the state. Only submit new bylaws if your club has made changes this past year \*2018-2019. You need to submit your current bylaws either way.**

*Reminder:* **Article I (Name and Objectives), Article IX (Fiscal Accountability) and Article X (Club Dissolution) may not be changed.** Other articles may be revised with county agent approval. These are required by the IRS for nonprofit and tax-exempt status.

**If you can’t find your club bylaws,** contact Audra for a copy.

* Articles I, IX, X are unaltered
* List of officers and duties match the list of officers on the charter application
* Signed by the Club President and Club Leader

[Download Bylaws Template (State Form 2. Constitution and Bylaws)](http://co4h.colostate.edu/club-resources/2CO-cb.docx)

* **Financial Report:** Report financials from **July 1, 2018 to June 30, 2019**. Because the Colorado 4-H Foundation is group filing for all 4-H clubs/groups in Colorado, *the financial report is required to follow the Foundations reporting year, July 1 – June 30*.
* Financials reported are July 1, 2018 – June 30, 2019
* Starting Balance matches last year’s financial report Ending Balance (If you do not have this information, please contact our office and we can provide)
* Ending Balance DO NOT have to match the Bank Account Statement Balance on June 30, if outstanding checks or balances
* Two signers from two different families listed for the bank accounts (must be 4-H Leaders)
* If you have income or expenses under “other”, specify with enough detail
* Signed and dated by the two signers on the club bank account

[Download Financial Report (State Form 3. 4-H Club Financial Report) (EXCEL FILE)](http://co4h.colostate.edu/club-resources/3CO-fr.xlsx)

**If a club does not handle any (zero) 4-H funds:** In place of the financial report, submit a letter with a detailed explanation of the club’s situation.

[See State Sample 3a. Sample No Bank Account Letter](http://co4h.colostate.edu/club-resources/3aCO-snba.docx)

* **June Bank Statement:** Print off the bank statement that includes transactions for June 30, 2019 for all bank accounts held by the club.This may be the June or July statement, depending on what day of the month the statements are sent.
	+ Statement for each bank account
	+ Statement includes balance on June 30, 2019

 [See State Sample 3b. Sample Bank Statement](http://co4h.colostate.edu/club-resources/3bCO-sbs.docx)

* **Annual Review:** Answer questions honestly, giving a plan for each piece that is not met. Question G is asking if there are guidelines in place for how the club funds will be used.
* Bank account name recorded
* EIN number is recorded
* A At least Two adult signers from two different families (must be 4-H Leaders)- youth can also be additional signers
* All questions (A-G) are checked either yes or no
* All questions answered NO have an explanation included
* Date at the bottom

 [Download State Form (4. Annual Review: 4-H Club Group Funds)](http://co4h.colostate.edu/club-resources/4CO-ar.docx)

* **Inventory/Assets:** Document all material assets with a value of $50 or more owned by the 4-H club on this specific form/version. Record anything that was purchased with club funds or donated in the “name of 4-H” or the “4-H Club”. **Please refer to last year’s inventory report and make updates on this version of the form.**
* Used the correct form
* Includes items still owned from last year’s inventory form
* Completed for each asset the person responsible for that asset
* Download County Inventory Form **INVENTORY:**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/4aCO-Club-Assets-and-Inventory-.pdf)**–OR–**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/4aCO-Club-Assets-and-Inventory-.docx)

If you don’t have last year’s inventory report, contact Audra to receive a copy.

* **Club Budget:** Submit a member approved or projected club budget for next year, 2019-20. Provide an *estimate* (Budget) of income and expenses. You may include *actuals* from 2018-19 (last year) to help estimate for next year or leave the “actual” column blank. Budget may reflect the calendar, 4-H or fiscal year.
* Has a Start and End date
* Budget is for 2019 - 2020 (calendar, 4-H or fiscal year)
* NEEDS TO BE TYPED
* Is the budget correct and accurate (Math correct)
* Signed by the Club President, Club Treasurer, and Club Leader

[Download State Form (5. Budget)](http://co4h.colostate.edu/club-resources/5CO-cb.docx)

* **Annual Plan:** Submit an annual plan for club meetings. Include plans for business, program (events, education, community service, etc.) and recreation. You can choose between the state’s form or the county’s Annual Form , and these are just examples of annual plans.
* Every month has a complete entry or states “No club meeting”

 Download County Annual Plan Form <http://boulder.extension.colostate.edu/4h/leader-resources/>

**ANNUAL PLAN:**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/6CO-annual-plan.pdf)**–OR–**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/6CO-annual-plan.docx)**–OR– State Version (#6 Annual Plan)**[Download State Form (6. Annual Plan)](http://co4h.colostate.edu/club-resources/6CO-ap.docx)

* **Affirmative Action Report:** Complete this form for the previous 4-H year, 2018-2019. *This form is for clubs only. Councils and Teams do not need to complete this form.* Since the 4-H program is funded through Federal, State, and County Funds, 4-H clubs must be **OPEN** to **ALL** youth regardless of race, color, sex, national origin or handicap. The Affirmative Action Report is used to show the club and club leader’s compliance with this requirement.
* Documented what the club did in 2018 – 2019
* Most club do recruiting at fair, carnival, emails, phone calls, etc.

 [Download State Form (7. Affirmative Action)](http://co4h.colostate.edu/club-resources/6CO-ap.docx)

* **Club Leader Intent Form:** Designate on this form who will be the primary contact for the club to interested new 4-H members and leaders. This form makes sure that the office knows officially of any club leadership change and has up to date contact and club info.
* Download Club Leader Intent Form **LEADER INTENT:**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/ClubLeaderIntentForm_2019.pdf)**–OR–**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/ClubLeaderIntentForm_2019.doc)

 <http://boulder.extension.colostate.edu/4h/leader-resources/>

* **CLUB CHARTERING WORKSHEET- APPLICATION** **:** The club chartering application is now a hard copy form. Please type this form and complete. You do NOT need to upload into 4HOnline this year- Process has changed. [**CLUB CHARTERING WORKSHEET – 2019**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/Club-Chartering-worksheet-2019-1CO-worksheet-ca.pdf)

**Enter club information for the 2019-20 4-H year, except Club Officers may be 2018-2019.**

* **Please put the Extension office address (9595 Nelson Road, Box B, Longmont CO 80501) as the Club/Group Address.** This is so all inquiries from the IRS comes the Extension Office.
* Complete the Club Review Form – NEW THIS YEAR

**4-H Charter Annual Renewal BOULDER COUNTY FORM**

* **[CHARTER ANNUAL RENEWAL – BOULDER COUNTY FORM](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2019/06/4-H-Charter-annual-renewal-form-Boulder-County.docx)**

Turn in all the completed club forms to the Extension office. After they are reviewed by the Extension Staff, we will upload into 4HOnline and go through the state chartering.

**CONTACT INFORMATION:**

Audra: (303) 678-6378 or aharders@bouldercounty.org

Lisa: (303) 678-6384 or lwallace@bouldercounty.org