**NEW CLUB - ANNUAL CLUB CHARTERING INSTRUCTIONS- updated 6/12/19**

**BOULDER COUNTY 4-H**

The following needs to be completed and turned in to the Extension Office November 1 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 who form interest in the summer and want to be ready to re-enroll members along with the existing clubs need to have this information submitted by September 1st.**

*-- 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:** Modify the club bylaw template to fit your club.
* *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.
* 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 Letter:** Since the club does not have a bank account yet, submit a letter with a detailed explanation of the club’s situation.
* Signed and dated by the Club Leader

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

* **Inventory/Assets:** Document all material assets with a value of $50 or more owned by the 4-H club on the NEW version of the form. Record anything that was purchased with club funds or donated in the “name of 4-H” or the “4-H Club”.
* Completed for each asset the person responsible for that asset
* Download County Inventory Form <http://boulder.extension.colostate.edu/4h/leader-resources/>
* **Club Budget:** Submit a member approved or projected club budget for next year, 2018-2019. Provide an *estimate* (Budget) of income and expenses. Budget should be used on fiscal year.
* Has a Start and End date
* Budget is for 2019 - 2020
* 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/>

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

* **Club Leader Intent Form:** *(May have already completed during orientation with 4-H Staff)* 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 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. .

**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**

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:**

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