**NEW CLUB - ANNUAL CLUB CHARTERING INSTRUCTIONS- updated 6//26/2020**

**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.**  EMAIL DOCUMENTS TO Boulder4h@gmail.com with Topic of Chartering and club name.

*-- -- Two steps this year: Complete Club Forms, then scan and email/upload the forms. New this year please email/upload bylaws in a separate document. – Please email signed forms to* *Boulder4H@gmail.com* *or file share to the same email address*

**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. Article X is different this year and you must use this template for 2020!
	+ List of officers and duties match the list of officers on the charter application
	+ Signed by the Club President and Club Leader (electronic signatures are fine)

[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. 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 [INVENTORY](http://co4h.colostate.edu/club-resources/4aCO-ca.docx)**:**<http://co4h.colostate.edu/club-resources/4aCO-ca.docx>
* **Club Budget:** Submit a member approved or projected club budget for next year, 2020-2021. Provide an *estimate* (Budget) of income and expenses. Budget should be used on fiscal year.
* Has a Start and End date
* Budget is for 2020 - 2021
* NEEDS TO BE TYPED
* Is the budget correct and accurate (Math correct)?
* Signed by the Club President, Club Treasurer, and Club Leader
* [Download County Form (Boulder County website)](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2020/06/BOULDER-4-H-CLUB-BUDGET-.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 **ANNUAL PLAN:** [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](https://boulder.extension.colostate.edu/4h/leader-resources/) **LEADER INTENT:**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2020/06/ClubLeaderIntentForm_2020.pdf)**–OR–**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2020/06/ClubLeaderIntentForm_2020.doc)

* **CLUB CHARTERING WORKSHEET- APPLICATION:** Complete this summary sheet. No need to do anything in 4HONLINE- Office staff will do this year[**CLUB CHARTERING WORKSHEET – 2020**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2020/06/Club-Chartering-worksheet-2021.docx)

**Enter club information for the 2020-21 4-H year**

**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 LAST YEAR

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

**[CHARTER ANNUAL RENEWAL – BOULDER COUNTY FORM](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2020/06/4-H-Charter-annual-renewal-form-Boulder-County-2020-2021.docx)**

Turn in all the completed club forms by email to the Boulder4h@gmail.com with the title \_\_\_\_\_Club Chartering. After they are reviewed by the Extension Staff, we will upload into 4HOnline and go through the state chartering.

**CONTACT INFORMATION:**

General chartering questions: Boulder4h@gmail.com

Audra: aharders@bouldercounty.org

Lisa: lwallace@bouldercounty.org