**ANNUAL CLUB CHARTERING INSTRUCTIONS- updated 6/18/2020**

**BOULDER COUNTY 4-H**

The following needs to be completed and turned in to the Extension Office by August 19 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. EMAIL DOCUMENTS TO Boulder4h@gmail.com with Topic of Chartering and club name.

**Clubs that have not completed the chartering process by August 19 will be dissolved.**

*-- 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. NO 4HONLINE FORM SUBMISSION FOR LEADERS- this process is moving to Extension Office Staff.*

*As you complete these forms please be sure the information is consistent across every forms. For Example look for the*

* *EIN*
* *Signers the same on all forms*
* *Bank account numbers and bank names listed consistently and complete*
* *Etc.*

*If you verify this information prior to submission, this will greatly help our staff from needing to return documents and have you complete them again.*

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

* **Bylaws:** **ALL BYLAWS NEED UPDATED THIS YEAR!!**
	+ Please use the attached template.
	+ Then add in what you want for your club specific accommodations. It must look like this – same font, same outline, etc. They need to be able to see the same things across every county in the state.
	+ *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!
	+ Bylaws will be uploaded separate of the charter packet
	+ 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 Report:** Report financials from **July 1, 2019 to June 30, 2020**. 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, 2019 – June 30, 2020
* 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 4-H Leaders signers from two different families listed for the bank accounts (must be 4-H Leaders)
* List any additional signers - can be 4-H Youth
* 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)

* **12 months of Bank Statement: (NEW THIS YEAR)** Include all of the bank statements for all of the year for each of the bank accounts you have for your account.
	+ Statement for each bank account
	+ Statement includes balance on July 1, 2019 through June 30, 2020, you may need an extra statement to be sure both balances are included.
* **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 Inventory Form [INVENTORY](http://co4h.colostate.edu/club-resources/4aCO-ca.docx)**:**<http://co4h.colostate.edu/club-resources/4aCO-ca.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, 2020-21. Provide an *estimate* (Budget) of income and expenses. You may include *actuals* from 2019-20 (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 2020 - 2021 (calendar, 4-H or fiscal year)
* NEEDS TO BE TYPED
* Is the budget correct and accurate (Math correct)?
* The beginning Balance on budget should be your ending balance as of June 30, 2020.
* 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 something similar- it does not have to be the and these are just examples of annual plans.
* Every month has a complete entry or states “No club meeting”

 **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, 2019-2020. *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 2019 – 2020
* Most clubs do recruit at fair, carnival, emails, phone calls, etc.

[Download State Form (7. Affirmative Action)](http://co4h.colostate.edu/club-resources/7CO-caar.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](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, except Club Officers may be 2019-2020.**

* **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