



## 2022-2023 COLORADO 4-H YOUTH DEVELOPMENT CHARTERING CLUB/GROUP WORKSHEET

**NOTE: This worksheet may be used for collecting data which will then be submitted online through 4HOnline as an event called: "22-23 Club and Group Chartering". This worksheet WILL NOT be accepted as an upload as your application! ALL INFORMATION IN BOLD IS REQUIRED.**

### 4-H CLUB OR GROUP INFORMATION

**Charter Application Type**

- Existing Club or Group
- NEW Club or Group
- Dissolved or Dissolving Club or Group

**Type of Club or Group**

- 1a) Organized 4-H Community Club
- 1b) Organized 4-H In-School Club
- 1c) Organized 4-H After-School Club
- 1d) Organized 4-H Military
- 9) Administrative/Organization Unit (Example: Council, Adult Leaders, Youth Boards – Club/Group not to be published for enrollment but needs to be chartered.)

**Club or Group Name** (Exactly as it appears on EIN verification letter)

**Primary Club or Group Leader Name:**

**Club or Group Address Line 1:**

**Club or Group Address Line 2:**

**City:**

**State:**

**Zip:**

**Contact Phone Number:**

**E-mail:**

**Website/Social Media Site:**

**What year was this club/group established according to your IRS Documentation?**

### CLUB OR GROUP MEETING INFORMATION

You are required to provide the physical address of the club/group meeting each month. The address should be the complete physical address, and not simply "Fairgrounds" or "Courthouse." Incomplete or incorrect addresses will delay chartering approval.

**Meeting Location (Official Name, ie Weld County Extension Office):**

**Physically Address 1:**

**Physically Address 2:**

**Location City:**

**Location Zip:**

**Regular Meeting Day (Example 2<sup>nd</sup> Tuesday of Month):**

**Regular Meeting Time:**

#### DEFINITIONS:

*Racially Ethnically Mixed Communities:* An area or community in which more than one of the racial-ethnic groups make up the population of potential program participants.

*Racially Ethnically Integrated Group:* A group composed of members of more than one of the racial-ethnic groups above.

**Based on definition above, is this club or group in a racially mixed community?**

- YES
- NO

**Based on definition above, is this club or group integrated as to the race and ethnicity of the membership?**

- YES
- NO



**ESTABLISHED CLUB OR GROUP:** How many active members did this club/group have in the 20-21 year? \_\_\_\_\_

**NEW CLUB OR GROUP:** How many youth do you have committed to enroll in this club or group? \_\_\_\_\_

### CLUB OR GROUP OFFICERS LEADERS

Requirement for chartering includes each club or group must have a set of officers which match those defined in the club/group bylaws. If any changes are made in the slate of officers, the bylaws must be amended to reflect these changes.

*Please complete the following questions as if you have elected your officers for the new year.*

**Does club or group have a slate of officers which match each of those officers listed in the bylaws?**

- YES
- NO

**Does club or group have adult volunteer(s) serving as club or group leader(s) who oversee the club or group operations?**

- YES
- NO

If NO on either above questions explain why

### CLUB OR GROUP FINANCIAL INFORMATION

**Club or Group Employee Identification Number (EIN):** \_\_\_\_\_

**Each club or group under Colorado 4-H must go through an annual financial review. Provide the month and year of last review. (Ex: July 2021):** \_\_\_\_\_

*Bank Account Information*

**Does this club or group have a bank account(s):**

- YES
- NO

*If you have a bank account, you will be required to submit either an approved, or proposed budget with your chartering uploads*

**List ALL Names on the Signature Card(s):**

**Bank Account #1**

Savings or Checking: \_\_\_\_\_  
Financial Institution Name: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Account #: \_\_\_\_\_

**Bank Account #2**

Savings or Checking: \_\_\_\_\_  
Financial Institution Name: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Account #: \_\_\_\_\_