# ANNUAL TEAM/COUNCIL CHARTERING INSTRUCTIONS- Updated 6/28/2022 Boulder County 4-H

Why Chartering Requirements for 4-H Teams/Councils?

*Colorado State University Extension is committed to protecting our 4-H program, its members, the 4-H name & emblem, and its image in Colorado and the country. This protection comes through the commitment and requirement for all county, district, region, and state level 4-H clubs and groups to have current charters and understand the value of those charters. All 4-H clubs and groups must be chartered by the Colorado State 4-H Office annually to be recognized as an authorized Colorado 4-H club or group. The following documents and chartering directions are needed to be accurately and fully completed by club leadership in order to complete the chartering. We thank each of you for your dedication to our program and keeping the integrity and accountability accurate through the chartering process.*

The following needs to be completed and turned in to the Extension Office by August 22 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.

**Teams/groups/councils that have not completed the chartering process by August 18 will be dissolved.**

*-- Two steps this year: Complete Club Forms, then scan and email the forms. New this year please email 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 clubs must update the bylaws with the required changes**
	+ Your bylaws must be in the same template as provided
	+ *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.
	+ Update Article II: Membership, Section 1. ***Add this wording in 2022-2023:*** Membership in this organization shall be open to all youth who have reached five years of age and have not reached their 19th birthday as of December 31 of the current 4-H year regardless of socioeconomic level, race, color, ***gender***, ***sexual orientation, gender expression,***  national origin, or disability.
	+ Add this statement to the end of the bylaws: ***Add this wording to the end of every bylaws:*** Colorado State University and Colorado State University Extension 4-H is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy. Extension Programs are available to all without discrimination.
	+ 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 (Constitution and Bylaws)](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Bylaws-example-2022-2CO-cb.docx) updated June 28, 2022

* **Financial Report:** Report financials from **July 1, 2021 to June 30, 2022**. 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, 2021 – June 30, 2022
* 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 actively enrolled 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:**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Financial-Report-3CO-fr-1.pdf)**|**[**EXCEL**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Financial-Report-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 No Bank Account Letter](http://co4h.colostate.edu/club-resources/3bCO-sbs.docx)[**[PDF](http://co4h.colostate.edu/club-resources/3bCO-sbs.docx)**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/No-Bank-Account-Letter-3aCO-snba.pdf)**[|](http://co4h.colostate.edu/club-resources/3bCO-sbs.docx)**[**[WORD](http://co4h.colostate.edu/club-resources/3bCO-sbs.docx)**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/No-Bank-Account-letter-3aCO-snba.docx)

**12 months of Bank Statements:** Include all of the bank statements for all of the year for each of the bank accounts you have for your account. (Boulder County Policy)

* + Statement for each bank account
	+ Statement includes balance on July 1, 2021 through June 30, 2022, 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 ANNUAL REVIEW**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Annual-Review-4CO-ar.pdf)**|**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Annual-Review-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
* Please indicate on Inventory form any items that are no longer owned by the club/team or council i.e.: item was sold, donated, trashed due to being broke etc.

**DOWNLOAD INVENTORY/ASSETS FORM**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Inventory-club-assets-4aCO-ca.pdf)**|**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Inventory-club-assets-4aCO-ca.docx)

* If you don’t have last year’s inventory report, contact our office to receive a copy.
* **Council/Team Budget:** Submit a member approved or projected council/team budget for next year, 2021-22. Provide an *estimate* (Budget) of income and expenses. You may include *actuals* from 2020-21 (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 2022 - 2023 (Please use fiscal year July 1-June 30)
* 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, 2022.
* Signed by the Club Leader and another authorized person (team members or leaders/coaches)

 **DOWNLOAD BUDGET**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/BOULDER-4-H-CLUB-BUDGET-.pdf)**|**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Bank-Statement-Example-12-months-3bCO-sbs-1.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”

 **DOWNLOAD THE ANNUAL PLAN** [**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Annual-Plan-6CO-ap.pdf)**|**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Annual-Plan-6CO-ap.docx)

* **Team Coach Intent Form:** Designate on this form who will be the primary contact for the team/council to interested new 4-H members and leaders. This form makes sure that the office knows officially of any leadership change and has up to date contact and info.

**DOWNLOAD TEAM/COACH INTENT FORM**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/TeamCoachIntentForm_2022.pdf)**|**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/TeamCoachIntentForm_2022.doc)

* **CLUB CHARTERING WORKSHEET- APPLICATION:** Complete this summary sheet. No need to do anything in 4HONLINE- Office staff will do this year

 **CLUB/TEAM CHARTERING WORKSHEET – 2022 - PDF** |[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/Club-Chartering-worksheet-1CO-worksheet-ca.docx)

 **Enter club information for the 2022-23 4-H year, except Club Officers may be 2021-2022.**

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

**DOWNLOAD THE CLUB CHARTER ANNUAL RENEWAL FORM**   [**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/4-H-Charter-annual-renewal-form-Boulder-County-2022-2023.pdf) | [**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2022/06/4-H-Charter-annual-renewal-form-Boulder-County-2021-2022-updated-.docx)

Turn in all the completed club forms by email to the Boulder4h@gmail.com with the title \_\_\_\_\_Team 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: 4hinfo@bouldercounty.org