



2023-2024 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: "23-24 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- 9) Administrative/Organization Unit (Example: Council, Adult Leaders, Youth Boards – Club/Group not to be published for enrollment but needs to be chartered.)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:

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 2nd 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 previous 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: June 20xx): _____

What was the "Gross" income for the 4-H Club or Group for the 22-23 Fiscal Year? (Total Income) _____

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 #: