**NEW CLUB - ANNUAL CLUB CHARTERING INSTRUCTIONS- updated 6/15/2023**

**BOULDER COUNTY 4-H**

Why Chartering Requirements for 4-H Clubs?

*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 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](mailto: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*](mailto:Boulder4H@gmail.com) *or file share to the same email address*

**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 with the 6/2023 in the header of the document.
  + *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.
  + Be sure the ending statement from CSU is on the bottom.
  + 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://co4h.colostate.edu/club-resources/2CO-cb.docx?_gl=1*1vv3qu6*_ga*MTg0OTQzNjc0NC4xNjIyNjU5MzAw*_ga_ZZ27K7HW51*MTY4Njk0MDg2Mi4yMC4xLjE2ODY5NDA4NjcuMC4wLjA.) updated June 15, 2023

**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 No Bank Account Letter [Word](https://co4h.colostate.edu/club-resources/3bCO-sbs.docx) | [PDF](https://co4h.colostate.edu/club-resources/3bCO-sbs.pdf)

* **Club Budget:** Submit a member approved or projected club budget for next year, 2023-2024. Provide an *estimate* (Budget) of income and expenses. Budget should be used on fiscal year.
* Has a Start and End date
* Budget is for 2023 - 2024 (Please use fiscal year July 1-June 30)
* NEEDS TO BE TYPED
* Is the budget correct and accurate (Math correct)?
* Signed by the Club President, Club Treasurer, and Club Leader

**DOWNLOAD BUDGET**: [**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2023/06/BOULDER-4-H-CLUB-BUDGET-.pdf) | [**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2023/06/BOULDER-4-H-CLUB-BUDGET-.docx) **(Boulder budget)**

**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 THE ANNUAL PLAN** [Word](https://co4h.colostate.edu/club-resources/6CO-ap.docx) | [PDF](https://co4h.colostate.edu/club-resources/6CO-ap.pdf)

* **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** [**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2023/06/ClubLeaderIntentForm_2023.pdf)**|**[**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2023/06/ClubLeaderIntentForm_2023.doc)

**Club Charter Worksheet :** Complete this summary sheet. No need to do anything in 4HONLINE- Office staff will do this year

**CLUB/TEAM CHARTERING WORKSHEET – 2023 –**[**PDF**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2023/06/Club-team-Chartering-worksheet-2023-Boulder-.pdf) | [**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2023/06/Club-team-Chartering-worksheet-2023-Boulder-.docx)

**Enter Team information for the 2022-23 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- **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/7/2023/06/4-H-Charter-annual-renewal-form-Boulder-County-2023-2024.pdf) | [**WORD**](https://boulder.extension.colostate.edu/wp-content/uploads/sites/7/2023/06/4-H-Charter-annual-renewal-form-Boulder-County-2023-2024.docx)

Turn in all the completed club forms by email to the [Boulder4h@gmail.com](mailto: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: [4hinfo@bouldercounty.org](mailto:4hinfo@bouldercounty.org)