

4-H Charter Annual Renewal BOULDER COUNTY FORM - Due by the charter deadline of August 20, 2024

Club Name: _____ **County:** Boulder

4-H Program Year(Past year) : 7/1/2023_to 6/30/2024__

All 4-H Club Charters must be renewed on an annual basis. To apply for renewal of a 4-H club’s charter, the organizational leader of a 4-H club must submit this application, along with the appropriate documentation (listed below) to the local Boulder County Colorado State University Extension 4-H Office.

Charter Renewal Requirements for a 4-H Club	In Compliance?	
	Yes	No
The 4-H Club has at least 5 members from 3 families.		
The 4-H Club has approved, enrolled, adult leadership. 2 leaders		
The 4-H Club annually develops an educational plan that meets the purpose of the 4-H program.		
The 4-H Club has youth involvement in the leadership and decision-making process.		
The 4-H Club meets on a regular basis. (for at least 7-12 months with at least 6 educational hours)		
The 4-H Club is open to all youth and does not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.		
Forms Submitted	Submitted	
	Yes	No
Bylaws – Approved Constitution and Bylaws Annual Club/Group		
Financial Report – Ending Balance Previous Year _____ equals Beginning Balance current year _____ -Two signatures on account are from separate families and are 4-H Leaders or Members - If other is marked – is there enough detail to explain?		
One year of Bank Statements – Includes Showing balance of June 30 th of this year for ALL Bank accounts		
Annual Review- completed. Any concerns or areas to address from office?		
Inventory/Assets- do your assets match last year’s assets and added anything purchased in current year. If something is missing from previous year, explanation of sold asset, etc.		
Club Budget: budget is for the upcoming year, has start and end date, signatures included		
Annual Plan: every month listed, encompasses club work for the upcoming year		
Affirmative Action Form: (For clubs only) -document what club did for recruitment, common areas are 4-H Carnival, Dairy bar, fair, etc.		
Club leader intent form- complete for the upcoming year		
EIN- does it match on all documents, bank, and online records		
Club charter worksheet- complete this form in hard copy this year(Was electronic in 4HOnline before)		
Boulder County annual renewal 4-H Charter form- complete this new form this year(THIS DOCUMENT)		

End of Year Balance (June 30 th of current year) Should agree with end of year financial report	Amount	Description
Add checks that have not shown up on a bank statement		
Subtract deposits that have not shown up on statement		
Adjusted balance (should agree with bank statement on June 30 th)		

Carryover Request - Long Term Spending Plan

The general guideline from Colorado 4-H is to have a maximum 4-H Treasury Balance to limit excessive funds and maintain our non-profit status. This allowable 4-H Treasury Balance is the current year of expenses (from the 4-H Club Annual Financial Report) plus one additional year of club expense dollars or \$1000 whichever is more. This should be roughly an estimate of what is in your club's bank account. Sometimes clubs may be working towards a specific long term goal for fundraising and there are reason's for a cycle of more money in the account. (Example, we do a big educational event every three years and raise funds for it for two years and spend larger amount in year three.)

For all clubs/councils with balances above the maximum, we will work this year for a plan to spend their excess funds. This must be approved by the 4-H Extension Agent, and 4-H State Program. We will be working with club's on their financial accountability and helping to come into compliance.

Current Year Annual Club Expenses (From Financial Report)	\$ _____	X 2 = _____ (Line 1)
End of Year Balance of all accounts (Checking, saving, cd)	\$ _____ (Line 2)	

If line 2 is greater than line 1, explain in detail the specific 4-H Youth Development goal or special project planned by your 4-H club, and timeline, that requires these excess funds in your club treasury.

For Office Use Only

_____ This 4-H club/group is **APPROVED** for full renewal of its charter for the 4-H year.
 _____ This 4-H club/group is temporarily placed on **PROBATIONAL CHARTER STATUS** for up to six months.
 Improvements Needed:

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:

“24-25 Club and Group Chartering”

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

- Organized 4-H Community Club 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:

E-mail:

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

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 verify you have the description of officer positions (president, v. president, etc.) listed in the club/group bylaws. The chartering process requires 4-H clubs/groups to include a list of the names of youth in officer positions as described in the bylaws.

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):

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

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List ALL Names on the Signature Card(s):

Bank Account #1

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

Bank Account #2

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

Bank Account #3

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

2024-2025 LEADER/COACH INTENT FORM

Boulder County 4-H Program

CLUB/TEAM NAME: _____

1. 2024-2025 4-H Club Organizational Leader OR Team Coach (all materials are mailed to this person)

Name: _____

Check that your address, phone number and email are current on 4-H Online.

Phone Contact for Club/Team: _____

Email Contact for club/Team: _____

2. Co- Leader or Assistant Coach (please designate who if your team has one)

Co-leader or assistant coach (please designate who if your club has one):

Name: _____

Please check that your address, phone and email are current on 4-H Online.

Phone: _____

Email: _____

CLUBS: List the projects that are supported by the club/ or a 4-H Leader enrolled in the club. Projects: _____

TEAMS: List the competitive team title that is supported by the team.

Team: _____

Note day, time and location 4-H Club will have meetings or the team will have practices.

Please contact Extension Office if changes occur at any time during the year.

Day: _____ Time: _____ Location: _____

Expectations of a Team Coach:

These are in addition to the Colorado 4-H Adult Code of Conduct...

- 1) Responsible for all team members at all team practices, field trips, competitions, and other team related events. Coaches serve as team chaperones for overnight events.
- 2) Provide or arrange transportation to and from team activities outside of Boulder County. It is highly recommended that 4-H members do not drive to 4-H events outside of Boulder County. If members must drive, a driving permission form must be filled out and signed by the parents of the members driving and the parents of the members riding.
- 3) Timely reporting to an Extension Agent when team members violate the 4-H Code of Conduct.
- 4) Work collaboratively in a positive manner with Extension office staff.

I understand and agree to the above expectations:

Team Coach

Assistant Team Coach

6/25/2024 This form must be returned to the Boulder County Extension Office before members/leaders will be able to enroll in this club on 4-H Online.

4-H Bylaws- Boulder County Requirement:

Please submit 12 months of bank statements for the last chartering cycle. July 1, 2023 through June 30th 2024 for EACH one of your bank accounts.

12 months attached

_____Yes

_____No

Notes: