

CLUB CHARTERING TIP SHEET



Submit all forms to the Larimer County Extension Office via paper or emailed to Pam Heeney or Megan Blaser.

Checklist of forms to be turned in:

- Application Form (County only form)
- Constitution and Bylaws
- 4-H Club Financial Report
- Bank Statement (showing June 30th balance)
- Annual Review: 4-H Club Group Funds
- 4-H Club/ Group Assets
- Budget
- Annual Plan
- Affirmative Action

If your club is dissolving, please turn in the following documents:

- Dissolution or Non-Renewal of Colorado 4-H Charter
- Turn in 4-h Club Financial Report Form
- Turn in Bank Statement showing zero balance
- Turn in any club assets, including flags, banners, scrapbooks etc.
- Club members have been notified of dissolution

Tips for success:

- Application Form- Fill out completely and accurately. Call the Extension Office with any questions.
- Constitution and Bylaws- Should be reviewed and signed annually whether changes were made or not. Be sure that they match how your club is operating. The club disillusionment clause and membership open to all language is required.
- 4-H Club Financial Report - Your end balance from the previous year should match the beginning balance of this year.
- Bank Statement - This should show the balance as of June 30.
- Annual Review: 4-H Club Group Funds - You are required to have two signers on the account. They should not be related. If adults, they are required to be approved leaders.
- 4-H Club/ Group Assets - Only items valued over \$50 need to be listed here.
- Budget - This is the budget you have planned for the coming year.
- Annual Plan - This is the plan you have for the coming year.
- Affirmative Action - Please list your participation at County Fair, Carnival, Open House and your listing on the website in addition to any marketing or club outreach efforts.

Link to all the State Required Forms:

<http://co4h.colostate.edu/volunteer-resources/club-group-resources/>