



4-H CHARTER COMPLETION GUIDE

4-H Clubs and Groups

June 2015

This guide, formerly called the *Club Charter Checklist*, is for 4-H volunteer leaders and officers as

they prepare the 4-H Charter Applications and Renewal Packets.

- 4-H Club and Group Charters are issued at the time a new 4-H club or group is formed.
- The charter year is *November 1 to October 31*.
- Charters are renewed annually and will be granted upon successful completion of this *Wisconsin 4-H Annual Charter Renewal* packet.
- All sections in the packet must be completed by the 4-H volunteer club or group leadership team for the renewal year of this application.
- Youth officers and members are expected to be involved in this process.
- Thank you for your time in this important process. It is about making the best better.

Deadline for submission: Initial applications for a 4-H Charter are submitted at the time the 4-H Club or Group is formed. For the annual renewal, the 4-H Charter Annual Renewal packet is due to by the County due date or *November 1*, whichever comes first. Consult with the 4-H Youth Development Educator.

4-H Club Name _____

1. For applicants only: On the Articles of Organization, are all the spaces filled and signatures completed? (pages 2-3)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the 4-H Club or Group meet the minimum requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Does the club have five or more youth from at least three families?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Have all adult leaders been approved through the Youth Protection process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there a written educational plan/calendar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Youth involvement in leadership and decision making?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the 4-H Club or Group meet on a continuing basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the 4-H Club or Group have written operating guideline or bylaws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the 4-H Club or Group open to any youth eligible for 4-H membership?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the 4-H Club or Group's youth and adult leadership names and contact information complete for the charter year November 1 through October 31? Add the specific titles of volunteer leaders and officers as appropriate. (page 4 for applications and page 2 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have the questions regarding the 4-H Club or Group's past years or planned educational activities been answered completely? (page 4-5 for applications and page 2-3 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are the questions regarding meeting information answered and are adult and youth volunteer signatures in place? (page 5 for applications and page 3 for renewals?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Did one or more leaders attend the required annual Volunteer Leader Team Training? (Note: this is not the Youth Protection Volunteer Orientation training) (page 5 for applications and page 3 for renewals?)	<input type="checkbox"/> Yes <input type="checkbox"/> No



7. Are the goals for the year of the 4-H Club or Group identified? (page 6 for applications and page 4 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Is a 4-H Club or Group Calendar attached or has the calendar planner been completed? Do they clearly communicate that business, education and recreation is happening? (page 6 for applications and page 4 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Is the Annual Financial Report complete? (page 5-6 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is the EIN (Employee Identification Number) listed? (page 5 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is a bank statement ending June 30 for each account held by the 4-H Club or Group that reflects account balance for the end of the fiscal year attached? (page 5 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Are beginning balances (July 1) and reconciled ending balances (June 30) for all accounts completed for all financial accounts and totaled? (page 5 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Are all funds received and disbursed identified in the correct category and totaled? (page 5 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the difference in the total reconciled funds in the financial accounts match the difference in the total of funds received and disbursed? (page 5 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are all 4-H financial accounts identified and those that have authorization to use the accounts? (page 6 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have the 4-H accounts been audited? Have the auditors signed and dated the Annual Financial Report? (page 6 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Have the 4-H Adult Volunteer Leader and 4-H Club or Group Treasurer signed and dated the Annual Financial Report? (page 6 for renewals)	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Has the complete 4-H Charter Application or 4-H Charter Renewal packet been turned into the 4-H Youth Development Educator by Extension Office by the due date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Additional information requested: (please use back of page as needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. How has the 4-H club used the information from the 4-H Annual Volunteer Leader Training?	
b. What additional resources or training is needed by the 4-H volunteers in the 4-H Club?	

