

Club & Group Chartering Instructions

Introduction

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.

What is a Charter?

Chartering 4-H clubs and organizations dates back many decades. Charters are agreements that grant permission for clubs/groups to operate in the name of 4-H. It is an agreement by the club with 4-H National Headquarters-USDA on the proper use of the 4-H name and emblem. It is also an agreement by the 4-H club/group with the State 4-H Office and the county 4-H Extension office to follow and abide by all state and local 4-H policies, procedures and requirements.

Chartering is a legal process that allows 4-H staff to verify the financial status, business and legal documentation for each club/group operating in the name of 4-H. The chartering of a club/group by Colorado 4-H as a subordinate of the Colorado 4-H Foundation allows the club/group to be recognized as an Internal Revenue Service 501(c)(3) not for profit. It allows the club/group to use the name and emblem and to function with all the rights and privileges of 4-H membership. The charter is a “permit” issued annually to authorized 4-H clubs/groups.

For more information about the USDA 4-H Club/Group Charter, refer to the 4-H National Headquarters Website: <https://nifa.usda.gov/program/4-h-positive-youth-development>

For New 4-H Club/Group USDA Charter

The first step for newly forming clubs/group is to apply for a USDA charter. The requirements for applying for a charter include:

- An official club/group name
- Five or more members
- A leader to guide the club
- Officers, a constitution and bylaws
- A written plan of activities
- Hold regular meetings

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Chartering Club/Group Worksheet

This will be used by Extension employees to complete the charter application for each club/group in 4-H Online.

Constitution and Bylaws

Only the attached template (IRS approved) will be accepted. ARTICLE I, IX and X may not be altered. Other articles may be modified by club/group with county agent approval. Only completed Constitution and Bylaws will be accepted. *If no changes were made to last year's bylaws, it does not need to be re-signed. It does need to be submitted to the county each year.*

Colorado 4-H Organization Financial Report

Only template in this packet will be accepted. The form is an excel spreadsheet and it MUST be typed. Every line must be completed and all balances must be accurate. The 4-H Fiscal Year is July 1 - June 30.

Bank Statement

All clubs/groups who handle 4-H money (accepts/disperses) are required to have a bank account. A copy of the year-end (June 30) bank statement is required. A 4-H Fiscal Year is July 1 - June 30.

No Bank Account

Clubs/groups that do not have monetary funds are required to provide evidence to the county agent and to submit a signed "No Bank Account" letter.

Annual Review of Club or Group Funds

This review provides a checklist to ensure that the club/group has the required information and processes in place. Clubs/groups will not be chartered until all questions are able to be answered in the affirmative.

4-H Club/Group Assets

Clubs/groups are required to list any material assets with a value of more than \$50. To be accepted as complete all information must be filled in, including the person responsible for the asset.

4-H Club or Group Budget

4-H club/groups who accept, disburses, and/or manages any monies during the 4-H year must present an annual projected budget. The complexity and detail of the budget is up to the club/group but must take into account the amount of funds managed annually and must be approved by the county agent.

4-H Club/Group Annual Plan

The Annual Plan of Activities should reflect what the club/group does, month by month. The template provided is a suggested format but other forms will be accepted, as long as they provide complete information.

Affirmative Action

Since club leaders are no longer submitting the chartering application in 4-H online themselves, the Affirmative Action form is required starting in 2019.

End of Year Report

This report is required by Arapahoe County.

Process for Chartering a 4-H Club/Group

1. County Extension agents will notify club leaders when chartering forms become available on the Colorado State 4-H website for the next 4-H year. They are compiled into this packet for your convenience. The deadline to get these forms completed and returned to the Extension office via email is **August 30**.
2. The county Extension agent(s) will review all information and ensure that it is 100% complete, correct, and meets all requirements for requesting a charter.
3. Next, the county agent will complete the chartering application and upload all documents into 4-H Online for each club and council.
4. Once reviewed on the county level and submitted, the application will be reviewed at the state level. If complete, the state office will accept for chartering.
5. If the information is incomplete or inaccurate, it will be returned to the county for completion. The club/group will be unable to enroll youth or adults until complete.
6. Clubs/groups who do not comply with chartering requirements may be dissolved.

Group Exemption Letter A group exemption letter is a ruling or determination issued to a 501(c)(3) central organization, recognizing the exemption of subordinate organizations on whose behalf the central organization has applied for recognition of exemption. A central organization is an organization that has one or more subordinates under its control. A subordinate organization is a unit of a central organization that has complied with all requirements. For 4-H clubs/groups in Colorado, this Group Exemption Letter is issued to the Colorado 4-H Foundation; all state chartered 4-H clubs/groups are subordinates of the Foundation. For more information about the tax exempt status of 4-H clubs/groups, refer to the Colorado 4-H Fact Sheet, Tax Exempt Status for Colorado 4-H Clubs/Groups.

Filing of IRS Documents To maintain tax exempt status, 501(c)(3) organizations are required to file annual reports. In Colorado, the Colorado 4-H Foundation files a return with the IRS on behalf of all chartered subordinates on November 15th. Colorado 4-H clubs/groups do not file a form 990-N (e-Postcard) because their filing requirements are met by the Colorado 4-H Foundation.

Revoking of a Charter for a 4-H Club/Group County Extension agents and/or the State 4-H Office may request that a charter be revoked if clubs/groups are not following Colorado State University Extension, Colorado 4-H Foundation, and National 4-H Headquarters policies and procedures. Examples would include clubs that do not meet the minimum number of members, do not have enrolled adult volunteers, not submitting requested paperwork in a timely manner, members not enrolled in 4HOnline, etc.



2019-2020 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: "19-20 Club and Group Chartering". This worksheet WILL NOT be accepted as an upload as your application! ALL INFORMATION IN BOLD IS REQUIRED.

CLUB OR GROUP INFORMATION

Charter Application Type

- ☐ Existing Club or Group
☐ NEW 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:

Website/Social Media Site:

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 15-16 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):

What was the "GROSS" income for the 4-H Club or Group for the 18-19 4-H Fiscal Year?:

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 #:



_____ **4-H Club**

Constitution & Bylaws

Adopted _____

ARTICLE I Name and Objectives

- Section 1. The name of this organization shall be the _____ 4-H Club
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be to provide learning situations for the development
- I. of leadership, responsibility and effective citizenship
 - II. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - III. to provide information and training in other 4-H activities as members' interest dictate.
- Section 4. This club is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. No part of the net earnings of this club shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6. No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7. Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE II: Membership

- Section 1. Membership in this organization shall be open to all youth who have reached five years of age and have not reached their 19th birthday as of December 31 of the current 4-H year and who reside in the county regardless of socioeconomic level, race, color, sex, national origin or disability.



- Section 2. New members must be enrolled annually through 4HOnline and be approved as an active member. All members must re-enroll annually.
- Section 3. All members should be enrolled in and complete at least one project, including a project record book or appropriate paperwork.

ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be a president, vice-president, secretary, treasurer and reporter. Other officers might include recreation/song leader, historian, and parliamentarian.
- Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

- Section 1. Duties of the president shall be
- a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club,
 - b) to appoint standing and special committees, and
 - c) to serve as an ex-officio member of each committee, except the nominating committee.
- Section 2. Duties of the vice-president shall be
- a) to assist the president,
 - b) to perform the duties of the president in the absence of that officer,
 - c) to serve as chairman of the program committee, and
 - d) to help plan all club educational programs one year in advance.
- Section 3. Duties of the secretary shall be
- (a) to keep a full and correct record of all proceedings of the club, and
 - (b) to have charge of club correspondence, and
 - (c) to keep the roll and read the minutes at each meeting.
- Section 4. Duties of the treasurer shall be
- (a) to help prepare a budget for approval by the club.
 - (b) to receive, hold and pay out all monies of the club as designated by the adopted budget.
 - (c) to keep an accurate record of the receipt and expenditures of all funds.
 - (d) to present a financial statement when requested to do so.



- (e) to serve as chairman of the finance committee.

Section 5. Duties of the reporter shall be

- (a) to report activities of the club to local news media, and
- (b) to report activities to the county Extension agent and in the county 4-H newsletter.

ARTICLE V: Leaders and Duties

Section 1. Adult leaders of the club shall be

- (a) at least one screened, approved, enrolled club/organizational leader and as many other approved leaders as are needed to carry out specific responsibilities, and
- (b) approved by the county Extension agent.

Section 2. Duties of the club leader shall be

- (a) to be responsible for the overall year's program of the club,
- (b) to work with other adult leaders and the club's youth executive committee to see that the club's program and activities are well-planned and executed.
- (c) to work closely with county Extension agents to provide positive youth development educational programs, and
- (d) to prepare an annual charter application and all required chartering documents to submit annually to the county Extension office.

Section 3. Duties of the project and activity leaders shall be

- (a) to be responsible for planning and directing activities and programs in their specific area,
- (b) to work closely with club leaders to coordinate their projects with other club activities, and
- (c) to use junior leaders to assist them in their areas.

ARTICLE VI: Committees and Duties

Section 1. Standing committees may be appointed by the executive committee, and/or the club leader at the beginning of the club year.

Section 2. Standing committees and duties may include

- (a) Finance - shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects.
- (b) Membership - shall encourage every eligible boy or girl in the community to become a 4-H member. The committee shall also be responsible for welcoming visitors and prospective members.
- (c) Program - shall be responsible for all of the programs at the regular meetings and planning the year's program at the beginning of the club year.
- (d) Social - shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments at regular meetings.



- (e) Community service – shall be responsible for planning community service activities to involve all members of the club. Those activities should help members develop personally as well as benefitting the community and county.

Section 3. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of 4-H club members and advisors. The committee shall secure the consent of each nominee before placing his or her name on the proposed ballot.

Section 4. Other committees may be named as the need arises.

ARTICLE VII: Meetings

Section 1. Regular meetings of this organization shall be held on the _____ of each month.

Section 2. Special meetings may be called by the president and club leader.

ARTICLE VIII: Order of Business

Section 1 Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:

1. Call to Order
2. Pledges
3. Roll Call
4. Reception of new members and recognition of guests
5. Minutes of last meeting
6. Reports
7. Unfinished business
8. New business
9. Leader's report
10. Announcements
11. Educational program
12. Refreshments
13. Adjournment
14. Recreation

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE IX: Fiscal Accountability

The 4-H club/group shall submit a financial report and all required chartering documents to the county Extension office each year. The club fiscal year shall be July 1-June 30.



ARTICLE X: Club Dissolution

Upon dissolution, this club's assets including money and equipment, shall become the property of the County 4-H Program for care and disposition; the club or group authorizes Colorado State University Extension and the county Extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization. Any such asset not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the club is located, exclusively for such purposes, as said Court shall determine.

The last official duty of the club's leader shall be to affect the transfer of club property and to turn over club records to the county Extension agent(s).

ARTICLE XI: Amendments

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

Date Accepted and/or amended by the local _____ 4-H Club:

Date

Club Leader

Club President



(revised 6/18)

BANK STATEMENT (ex.)
Provide Current Bank Statement
For All Financial Accounts

This will be provided to the County Extension Office so it can be uploaded into the 4HOnline management system.



(revised 6/18)



EXAMPLE BANK STATEMENT

Statement date June 30, 20xx

Page 1 of ...

Trans	Post	Type	Transaction Description
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ID: 00 SAVINGS ACCOUNT

05/01 Starting Balance

05/31 Ending Balance for SAVINGS ACCOUNT

YTD DIVIDEND : \$0.14

Trans	Post	Type	Transaction Description
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ID: 02 MONEY MARKET

05/01 Starting Balance

05/14 05/14 WD Home Banking Transfer To Share 01

05/31 05/31 DP DIVIDEND

Annual % Yield Earned Ending 05/31 : 0.100%

05/31 Ending Balance for MONEY MARKET

EXAMPLE LETTER

No Bank Account

This letter may be used by a club/group leader whose club does NOT handle any funds and does NOT have a bank account (s), and therefore does not have a reason for uploading bank statement(s). This letter would be provided to the County Extension Office along with other documents to be uploaded into the 4HOnline management system. ***This letter requires county agent/associate approval.***

ANYWHERE 4-H Club

123 MAIN STREET

Anywhere, CO 12345

August 15, 2017

To Whom It May Concern,

The Anywhere 4-H Club does not currently have any monetary funds or bank accounts. As the club leader, I understand that if at any time our club opens a bank account or accepts/disburses any funds it shall be through a bank account designated with the 4-H Club's name on it.

Upon opening any account, I will provide all pertinent banking information to the Extension Office. I understand that this information must be on file in order to maintain our club charter.

Sincerely,

Linda Leader

Anywhere 4-H Club

Agent Signature

Date



Annual Review of Club or Group Funds

Club or Group Name: _____

A. Club or Group name of account: _____

Is this the proper account name? _____ Yes _____ No

If no, how should the account name be changed? _____

B. Employer ID Number (EIN) _____

Is this a verified EIN? _____ Yes _____ No

If no, what should be done to acquire an Employer ID Number (EIN)?

C. Whose signatures are on the account? _____

Are these acceptable signatures? _____ Yes _____ No

If no, what should be changed?

D. Is there an annual budget for this account number? _____ Yes _____ No

If no, what should be done to prepare a budget?

E. Is there a current financial statement for this account? _____ Yes _____ No
(for year ending June 30)

F. Is there a list of tangible property owned by this club/group? _____ Yes _____ No

G. Are there standing financial rules and policies for this club/group? _____ Yes _____ No

If no, what should be done to prepare financial rules and policies? _____

Date: _____

Signature: _____

4-H CLUB OR GROUP BUDGET

A budget for each club or group is required for chartering if the club or group accepts or disburses any money. The budget can be as simple or complex as needed in order for club or group members to clearly understand how club or group funds are received and spent. All budgets should be approved annually by the club or group membership and a copy needs to be provided to the county Extension office.

4-H CLUB OR GROUP BUDGET

Club OR Group Name: _____

Start Date _____ to End Date _____

Total Opening Balance: _____

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED	ACTUAL

Total Income \$ _____ \$ _____

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED	ACTUAL

Total Expenses \$ _____ \$ _____

Closing Balance \$ _____ \$ _____

We certify that this budget was approved by the club or group members on (date): _____

President's Signature and Date: _____

Treasurer's Signature and Date: _____

Club or Group Leader's Signature and Date: _____

4-H Club Annual Plan for 2019-2020

Club/Group Name: _____ County: _____

Month Date Time/Location	Business Agenda Events Activities Items for group decision	Program Agenda Educational program or activity Speakers Demonstrations	Recreation Agenda Singing Games Team Building Refreshments	Community Service Project	Essential Elements Belonging - B Independence - I Generosity - G Mastery - M	Special Events Club County Regional State
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						

4-H Club/Group Annual Plan **Sample Document**

4-H club/group officers and adult advisors should meet at the beginning of the year and before each club/group meeting to plan activities and set the business meeting agenda, educational program, and recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation (15-20 minutes), business (20-30 minutes), and program (up to 30 minutes). Conclude the meeting with nutritious refreshments. The meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. See sample below and blank form for planning on back page.

Month (Date Time/Location)	Business Agenda Events; activities; Items for group decision	Program Agenda Educational program or activity; speakers; demonstrations	Recreation Agenda Singing; games; team building; refreshments	Community Service Project	Essential Elements Belonging - B Independence - I Generosity - G Mastery - M	Special Events Club, county, regional, state
October	Elect officers; plan committees; hand out enrollment forms; talk about upcoming year; announce Jr. Leader training	Plan yearly agenda; club expectations; give instructions on presentation	Sing songs; play team building game	Thanksgiving placemats and/or pumpkin carving	Host greeter-B Name Game-B & G Community Service-G	Pumpkin Carving, Lock-In reminder; member recognition reminder; National 4-H Week
November	Collect enrollment; plan fund-raising; set caroling date; announce WORLD retreat; teen retreat; holiday party gift reminder; state resumes due in February.	Explain record books/requirements/ project reports by members; member presentations; begin/discuss advancements	Thanksgiving games	Plan for Thanksgiving food basket drive	Host Greeter-B Project Reports-I & M Presentations-I & M Community Service-G	Lock-In Member recognition, leader recognition
December	Announce fair dates, WORLD Retreat/Teen Retreat reminder	Caroling; holiday party; project reports by members	Holiday games and food	Caroling	Host Greeter-B Games-B Community Service-G Project reports-I & M	Announce WORLD Summer Conference
January	Finish fund-raising project; collect any enrollment forms; WORLD Retreat reminder	Demonstration by members; committee reports; project reports by members	Action songs and games	Plan food drive in February; Valentines cards for nursing homes	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Super Saturday reminder; Jr. Leader Training; enrollment deadline; announce camp counselor training; weigh-In /pres.
February	Report on fund-raising project; finalize food drive efforts; report on Super Saturday; state resumes due, WORLD Retreat	Demonstrations by members; committee reports; project work; prep for presentations; project reports by members	Valentines games	Collect food	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Weigh-in, announce Spring Into Arts; announce upcoming shows
March	Report on WORLD retreat, reports on Community service; announce camp dates	Practice presentations; record book check; committee reports; project reports by members	Action songs and games	Help with Leaders Association fundraiser	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Record Book Workshop Camp Counselor Lock-In
April	Remind about Summer Conference; Remind about Summer Slumber	project reports by members; work on judging	Team building games	Clean up river walk or beach	Host Greeter-B Games-B Community Service-G Project reports-I & M	Weigh-In reminder
May	Summer Conference reminder; camp reminder; fair awards	Project record check; requirement check	Relay games	Nursing home visit	Host Greeter-B Games-B Community Service-G	Home Ec. Skills Contest
June	Upcoming summer activities; record book check and due date reminder	Project report by members; working on projects; fair paperwork	Club picnic; games	Collect food for food bank	Host Greeter-B Games-B Community Service-G Project reports-I & M	Fair paperwork deadlines
July	Fair; assign budget and Annual Plan committees	Finishing projects; buzzer game	Wheelbarrow races	Fair set up	Host Greeter-B Games-B Community Service-G	Announce record book competition
August	Plan National 4-H Week; vote on budget and annual plan; submit charter app & docs	Work on record books; get ready for State Fair	Water games		Host Greeter-B Games-B	Announce record book deadline
September	Hand out club certificates; year-end party; finish record	Fair suggestions; plan an National 4-H Week	Water melon spitting contest; picnic	Thanksgiving placemats	Host Greeter-B Games-B Community Service-G	Announce lock-In Announce National 4-H Week

Possible Officers: President, Vice President, Secretary, Treasurer, Historian, News Reporter, Recreation Leader, Host Greeter

Safety Officer Possible Committees: Fundraising, Community Service, Record Book, Recreation

Organized 4-H Club or Group Annual Affirmative Action Report

All Organized 4-H Clubs must be open to youth participation regardless of race, color, gender, national origin, or disability in order to receive any benefit of the Colorado 4-H Program.

Compliance Statement

The _____ provides opportunities for all participants, and is open for membership
 (Name of Organized 4-H Club or Group.)
 to all youth of eligible age, no younger than five (5) years old, nor older than 18 years, on December 31 of the current enrollment year, residing within its boundaries, regardless of race, color, gender, national origin, or disability.

Signed: _____ Address: _____
 Organizational Leader

This form, completed and returned to the local CSU Extension office is necessary to allow CSU Extension, under the law, to provide support to a 4-H club and to extend the organized club or group the right to use the 4-H name and emblem. Thank you for positively addressing these affirmative action requirements.

Please make a statement indicating what your club has done to encourage participation by all potential youth in your area. Examples follow: list any mass media used (newspaper, radio, TV) and/or list personal letters, circulars, or personal visits to potential minority recipients, inviting them to participate (include dates and places of meetings or planned activities.) Attach copies of correspondence, news releases, etc. to this form. If needed, you may use the form below to document All Reasonable Effort.

All Reasonable Effort Form

✓	Methods	Dates	Number	Location	Ethnicity/Race	Comments
	Mass Media, including radio, newspaper, TV					
	Newsletters, posters, flyers, announcements					
	Personal letters inviting select people to participate in the program (potential members and adult volunteers)					
	Personal contacts (phone, in person) to inform them about 4-H and encourage their participation (potential members and adult volunteers)					
	Community and school groups contacted with information or through community service					
	Joint activities that resulted in integrated programs					
	Membership drive or promotional programs to reach minorities (e.g. festivals, fairs, displays)					
	Volunteer recruitment and/or volunteer development training					
	Meeting places selected to encourage minority participation					
	Other					

END OF YEAR REPORT

Club Name _____

Please provide the following information:

(Please return by August 30)

Club Name _____

Main Club Leader _____

Number of 4-H members enrolled in club this past year (Oct 2018-Aug 2019) _____

Number of 4-H members completing one or more 4-H projects _____

Did 75% of your club members complete at least one project? _____

Did your club have a 100% completion? _____
(every member completed every project they were enrolled in as of 4/1/19)

Did each of your club members do a demonstration or illustrated talk? _____

Did your club participate in a citizenship/community service project/activity? _____

If your club conducted a citizenship/community service projects, please report what you did below. (you may attached a separate sheet if you need more room to list all community Service projects. Please also include the location which the project occurred (town/city or address)

Did your club participate in or hold any member recruitment activities? _____

If your club participate in or held any member recruitment activities, please report what you did below.

_____ I will be continuing as main club leader.

_____ I will not be continuing as main club leader.

_____ *Club will close at the conclusion of this year.*

If your Club Leader will have a new leader in 2018-2019, please provide that information below.

Name _____ E-mail _____

Address _____ Phone _____



Please list any of your members for the 2018-2019 year that did not complete a project and the project which was not completed. Members are counted as completing their projects if they entered the projects at the County Fair with the appropriate record book or if they completed their project by giving a demonstration or illustrated talk and participated in at least one community service project and have completed their record book for the particular project.

Name	Project(s) not completed
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