



EXISTING 4-H GROUPS OR COMMITTEES

WISCONSIN 4-H ANNUAL CHARTER RENEWAL

DIRECTIONS

4-H Charters will be renewed for January 1 to December 31 of each year. Charters will be based on the completion of this "Wisconsin 4-H Annual Charter Renewal" packet for existing 4-H Groups or Committees. Help is available from the local 4-H Youth Development Staff and 4-H Community Club Central Website: <http://www.uwex.edu/ces/4h/clubs/index.cfm> .

All sections in this packet must be completed by the group or committee leadership team. It is highly encouraged that youth officers be involved in this process. All information provided will be used by staff. Thank you for your time in being complete.

To be authorized to use the 4-H name and emblem, *all* 4-H Groups or Committees must complete and return this packet no later than **December 1** to the County UW-Extension Office.

Why Are Charters Necessary?

University of Wisconsin-Extension grants a 4-H Charter to a group or committee in order to formally recognize its affiliation with 4-H and give it permission to use the 4-H name and emblem. All groups or committees that handle finances and have a checkbook must be chartered. To be a Chartered 4-H Group or Committee in Wisconsin, the following requirements must be met and maintained:

- Group or Committee name
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by the members to govern the group or committee
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

Sources: Wisconsin 4-H Youth Development Policies; National 4-H Policies and Regulations: Using the 4-H Name and Emblem; What is a 4-H Club?; Charters: The Key to Official Recognition; and Tax Exempt Status for 4-H Clubs and Affiliated Organizations.

WISCONSIN 4-H GREEN GUARANTEE

4-H Charters also ensure that groups using the 4-H name and emblem are meeting the following components of the "Wisconsin 4-H Green Guarantee" and providing opportunities for 4-H members to develop and learn through 4-H.

In Wisconsin, 4-H Clubs *guarantee* youth members the opportunities to:

- Develop positive relationships with peers and adults;
- Be actively involved in their own learning;
- Contribute as active citizens through community service and leadership;
- Develop skills that will help them succeed;
- Recognize, understand and appreciate others;
- Have fun.



EXISTING 4-H UNITS/GROUPS/COMMITTEES
4-H LEADERSHIP INFORMATION

County: _____

Name of 4-H Unit, Group or Committee: _____

Date/Year the 4-H Unit, Group or Committee began (if known): _____

Name of main 4-H Unit, Group or Committee contact: _____

E-mail: _____

Home Phone: _____ Cell Phone: _____

Co-Leader(s) / Assistant(s): _____

Officers: (please complete those applicable to your 4-H Unit, Group or Committee)

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Reporter: _____

Other: _____

Other: _____

Other: _____



EXISTING 4-H UNITS/GROUPS/COMMITTEES
CURRENT YEAR 4-H MEETING AND EVENT INFORMATION

Approximate number of times a year you meet: _____

Location where 4-H meetings normally or educational events are held: _____

Is the meeting or educational event site handicap accessible? Yes No



EXISTING 4-H UNITS/GROUPS/COMMITTEES
SUMMARY OF PAST YEAR ACTIVITIES

How did you communicate with families in your 4-H Unit/Group or Committee? (Please check *all* that apply)

- | | |
|--|--|
| <input type="checkbox"/> Phone tree | <input type="checkbox"/> Meeting announcements |
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Group website County website |
| <input type="checkbox"/> Club newsletter | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Letters / postcards | |

What *educational events* did you hold?

How did your 4-H Unit, Group or Committee help *new* families?

How did your 4-H Unit, Group or Committee involve *youth* in making decisions?

Please list the *community service* activities your 4-H Unit, Group or Committee completed in the past year.

Wisconsin 4-H Policies state that every 4-H Unit, Group or Committee must have written operating guidelines or bylaws. Do you have written operating guidelines or bylaws? Yes No
 If yes, date reviewed by membership: _____

Please attach *one copy* of your 4-H Unit, Group or Committee's written operating guidelines or bylaws to this form.

Samples are available at 4-H Community Club Central: <http://www.uwex.edu/ces/4h/clubs/index.cfm>

We *agree* to make all reasonable efforts to assure that participation in our 4-H Unit, Group or Committee is open year-round to all interested youth (of eligible 4-H grade) and adults regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, and marital or parental status.

 4-H Group or Committee Leader Signature

 Date

 4-H Group or Committee President Signature
 (if applicable)

 Date



EXISTING 4-H UNITS/GROUPS/COMMITTEES **CURRENT YEAR 4-H CALENDAR PLANNER**

Upcoming Planning Year: _____ 4-H Group or Committee: _____

4-H Unit, Group or Committee *Goals* for the Year (e.g. offer four educational workshops this year, increase attendance at meetings, add one more community service project.)

1. _____
2. _____
3. _____

Note: If your 4-H Group or Committee uses a different calendar document, feel free to attach that instead of completing the following calendar planner.

| Month | Meeting Logistics | Meeting, Event, Activity* | Committee Person(s) Responsible |
|----------|--|--|----------------------------------|
| SAMPLE | <i>September 12, 7:00 p.m. Clover Center Town Hall</i> | <i><u>Business Items:</u> Election of Officers, Committee Membership, Plan workshop <u>Education/Program:</u> Guest speaker, Clover Center Police Officer <u>Recreation/Refreshments:</u> Smith Family</i> | <i>Mrs. Smith Jane Heart</i> |
| October | | | |
| November | | | |
| December | | | |

The three parts of *effective* 4-H meetings are business, education and recreation.

| Month | Meeting Logistics | Meeting, Event, Activity | Committee Person(s) Responsible |
|--------------|--------------------------|---------------------------------|--|
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |

Accounts Information

Checking Account Information

Account Name (exactly as it appears on the bank statement) _____

Bank Name and Location _____ Account Number _____

Savings Account Information

Account Name (as it appears on the bank statement) _____

Bank Name and Location _____ Account Number _____

Other Account Information (if applicable)

Account Name (as it appears on the bank statement) _____

Bank Name and Location _____ Account Number _____

Authorization – Names of people authorized on any accounts. It is strongly recommended that each account have two or more unrelated people authorized on all accounts. One youth and one adult are recommended.

Is there anybody else that may be handling/collecting money in your group during the 4-H year? (e.g., 4-H leaders helping with fundraisers)

If yes, please list:

Financial Report Signatures

Completed by: _____
Unit, Group or Committee Leader Signature Date

Unit, Group or Committee Treasurer Signature Date

This financial report must be audited by an adult unrelated to the person who completed the report and who is not directly involved with the group's finances. The auditor must review and verify all accounts. **It is suggested that two people review the books; one auditor signature is required.**

"I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct."

Audited by: _____
Auditor Signature Date

Auditor Signature Date

Note: Upon dissolution, 4-H Units, Groups or Committees with assets must turn over those funds to a recognized 4-H Club or Group with the approval of a County UW-Extension staff member responsible for oversight of the 4-H program.



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