



MN 4-H Club Members and Volunteers:

Thank you for joining 4-H and choosing to be part of a 4-H Club! Did you know the 4-H name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture for educational and character building purposes? This means the 4-H name and emblem may only be used by authorized representatives.

The University of Minnesota Extension grants clubs authorization to use the 4-H name and emblem through the completion of a charter application. For clubs that have been chartered in the past, the renewal must be completed on or before November 1st of each year. *Failure to turn in all required paperwork revokes club status and benefits.*

By completing and submitting the required documentation, clubs are committing to:

- Adapt, and operate according to the constitution and bylaws provided as a model for all Minnesota 4-H clubs.
- Provide a quality learning environment that upholds the dignity and educational purposes of the 4-H Youth Development program.
- Provide learning and leadership experiences for members through club meetings and project work.
- Gather six or more times per year and maintain a membership that is conducive to group learning (minimum three families and six members.)
- Operate according to the policies and procedures of the U of M and MN 4-H. This includes, but is not limited to the Equal Opportunity Statement, the Safety of Minors policy, MN 4-H risk management practices, and the MN 4-H Code of Conduct.

Once the club application/renewal is reviewed and found to be complete and accurate, the club will receive notification that your charter application/renewal is approved. Having an approved charter means:

- The club has the privilege of identifying itself as a 4-H club or group by using the 4-H club name and emblem (clover symbol).
- The club and/or members will be able to be a vote at meetings of the County 4-H Council or Federation (varies by county).
- The club will have the right to raise and collect funds in the name of 4-H.
- The club will be included on the U of M required annual information report filed with the Internal Revenue Service. The 990N tax return will be filed for your group.
- Youth enrolled as members and adults accepted as Minnesota 4-H Volunteers will have access to a variety of educational opportunities and resources as well as supplemental insurance.

This packet contains all of the documents for 4-H clubs to be chartered for the 4-H program year. Please use the checklist below to determine which sections your club needs to complete.

We look forward to receiving the club charter application at the county/tribal Extension office on or before November 1. **Please contact us before that date if you have questions.**

Sincerely,




Dorothy Freeman, Associate Dean & State Director

Complete each section that applies and check when complete. All clubs must complete sections 1-5 & 8.
<input type="checkbox"/> SECTION 1: Club Information
<input type="checkbox"/> SECTION 2: Youth Leadership—Must be enrolled Minnesota 4-H members
<input type="checkbox"/> SECTION 3: Adult Leadership—Must be Minnesota 4-H volunteers
<input type="checkbox"/> SECTION 4: Club Goals
<input type="checkbox"/> SECTION 5: Club Calendar
<input type="checkbox"/> SECTION 6: Club Budget <i>(if managing funds during the upcoming year)</i>
<input type="checkbox"/> SECTION 7: Financial Review Options <i>(if club had checking/savings account for the just completed 4-H year)</i>
<input type="checkbox"/> SECTION 8: Authorization Signatures
<input type="checkbox"/> SECTION 9: Financial Summary <i>(if club had checking/savings account for the just completed 4-H year)</i>
<input type="checkbox"/> SECTION 10: Financial Review <i>(if choosing option 2 in Section 7)</i>

SECTION 1: CLUB INFORMATION

4-H Club Name:	County:	Program Year: 2017—2018
Charter Type: <input type="radio"/> Application (first year 4-H club) <input type="radio"/> Renewal (chartered 4-H club in previous year) <input type="radio"/> Disbanding (chartered 4-H Club disbanding)	Deadline: November 1 to the county Extension office.	Approval Date: This charter was approved by the club and documented in the minutes on:

SECTION 2: YOUTH LEADERSHIP—Select and complete one of the following options

<input type="checkbox"/> Our club elects youth officers (required if managing funds)	Complete  A
<input type="checkbox"/> Our club does not elect youth officers	Complete  B

A—**Elected Youth Officers**—List enrolled 4-H members that have been elected into the following offices. Write “N/A” if your club has not filled a specific role. Attach an additional page, if necessary, to list other elected officers.

President: (Required)	Vice-President:
Treasurer: (Required)	Secretary:
_____:	_____:

B—**Youth Leadership Strategy (If no elected youth officers)**—Describe how youth will be given voice and leadership experiences within the club. (Example: Each youth will have an opportunity to act as club president, etc.)

SECTION 3: ADULT LEADERSHIP

List MN 4-H volunteers providing leadership for the club . Please note, to meet the Safety of Minors policy, all 4-H club meetings, activities and outings MUST have at least two Minnesota 4-H volunteers present in order to be in compliance.

Club leadership (Minimum 2) .

(1)	(2)
(3)	(4)

Adult advisor to the youth treasurer (Only needed if club has finances)

Adult verifier (Only needed if the youth treasurer and the adult advisor to the youth treasurer are parent/guardian and child or two individuals living in the same household.)

SECTION 4: CLUB GOALS

List goals and identify how each will be incorporated into club activities. Additional information may be attached. (i.e. All members will practice public speaking by doing a demonstration at a club meeting.) **A minimum of one (1) goal must be stated.**

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SECTION 5: CLUB CALENDAR

All meetings / group activities must be on file in the county office to comply with risk management procedures. Inform the 4-H office if any change is made to the club calendar. **4-H clubs must have a minimum of six planned meetings / group activities.**

Check how the 4-H club calendar will be provided.

- The club calendar is provided below
- Club calendar (Date/time/location) is provided in another format **attached** to this application.

Proposed 4-H Club Calendar

If your club meets the same day/location for each meeting please indicate that in this space. (Example: The first Tuesday of the month, 7:00pm at the Clover Town Hall)

Include activities and outings that will occur at meetings. List dates, times and locations if different from above.

SECTION 6: NEW YEAR CLUB BUDGET

*This **proposed club budget** should be set by youth leadership and MN 4-H adult volunteers at the beginning of the 4-H year for the upcoming 4-H program year (October 1 -September 30th). The budget must be approved by the club at a meeting and documented in the club’s secretary minutes before it is official.*

ESTIMATED INCOME		ESTIMATED EXPENSES	
1: Member dues	\$ _____	1: Club meetings	\$ _____
2: Donations	\$ _____	2: Field trips	\$ _____
3: Fundraisers	\$ _____	3: Project trainings	\$ _____
4: _____	\$ _____	4: _____	\$ _____
5: _____	\$ _____	5: _____	\$ _____
6: _____	\$ _____	6: _____	\$ _____
TOTAL INCOME	\$ _____	TOTAL EXPENSES	\$ _____

SECTION 7: FINANCIAL REVIEW OPTIONS

Choose one (1) of the following options:

- OPTION 1:** Our 4-H Club has **completed Section 9**, see page 5-6, and has submitted the **complete club treasurer book** which includes the checkbook ledger (and/or excel checkbook ledger), sales receipts for items purchased, Itemized Income forms (and/or deposit receipts), all bank statements from all accounts, and proof of reconciliation.
- OPTION 2:** Our 4-H Club has **completed Section 9 & 10**, see page 5-6, and believe the **numbers recorded are true and accurate**. Financial records have been reviewed by someone not related to or on the signature card and **the financial review** is included. **Choose one of the following options below:**
 - Our Club’s total income for the year **and** our ending balance as reported in Section 9 is **\$499.99 or less**. We included with our chartering documents the final **bank statement** for the year **showing the balance on September 30**.
 - Our Club’s total income for the year **or** ending balance as reported in Section 9 is **\$500 or more**. We included with our chartering documents the **checkbook ledger and bank statements from October 1—September 30 for all accounts**.
- OPTION 3:** Our 4-H club requests to set up a meeting with 4-H staff prior to December 1st to help us organize and/or clean up our financial accounts to ensure the numbers we are reporting are accurate.

SECTION 8: AUTHORIZATION SIGNATURES—Two signatures required

I hereby certify that the information collected on this document and any attachments is complete and accurate to the best of my knowledge:

Signature & Date
4-H club youth officer / member:

Signature & Date
4-H club adult volunteer / leader:



Club Name:	County:	Tax Filing Year: 2016-2017
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SECTION 9: FINANCIAL SUMMARY

All 4-H Clubs managing finances in the previous year need to complete this section.

Note: This financial summary is used by Extension staff when filing the club's 990N tax form from the previous 4-H program year.

Bank name and location of checking account	Bank name and location of savings account
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	CHECKING	SAVINGS	
Beginning Balance (Balance on 10/1 previous year)			
Total Income (Funds received between 10/1 and 9/30)			
Total Expenses (Payments made between 10/1 and 9/30)	(Enter "-" prior to number)	(Enter "-" prior to number)	<i>Total Checking & Savings</i>
Ending Balance (Balance on 9/30 of current year)			

SECTION 10: FINANCIAL REVIEW—Only clubs choosing Option 2 in Section 7 need to complete this section

- 1) Anyone reviewing the books cannot work with club finances, be on the signature card at the bank for the year in review, or be related to anyone working with club finances or on the signature card. Related refers to parent, guardian, sibling or living in the same household. It is best practice to find someone outside of the club to complete the review.
- 2) The youth treasurer and adult advisor to the youth treasurer need to provide the **Important Documents** listed below to the reviewer.
- 3) The reviewer will need to complete the review on the back of this document.

Important Documents

The Financial Summary and Review Charter Insert	This document with Section 9 completed
Checkbook Ledger	Treasurer checkbook ledger for October 1 - September 30
Summary of Expenses	Invoices or receipts for all bills paid and cancelled and/or voided checks
Summary of Income	Deposit tickets prepared by the treasurer and receipts (from the bank)
Bank Statements	October 1 – September 30 for all financial accounts
Reconciliation Summary	Summary on the back of bank statement or other proof that reconciliation has taken place
Monthly Treasurer Reports	How finances were reported and approved by club each meeting
Additional Financial Reports (if applicable)	Completed fundraising forms for counting money Record of club dues and/or educational fees

Reviewer Signature and Date of Completion

Review Name: (Printed)

Reviewer Signature:

Date Completed:

Verification of Beginning Balance

Does the balance on 10/1 of last year in the club's checking ledger equal the beginning balance provided in section 9?

- Yes (Explain any
discrepancies)
 No

Review of Expenses

Were all checks recorded numerically and accounted for in the checkbook ledger and bank statement?

- Yes (Explain any
discrepancies)
 No

Were any check numbers missing? All missing checks should be voided and recorded.

- Yes (Explain any
discrepancies)
 No

Are there invoices and receipts for all checks written?

- Yes (Explain any
discrepancies)
 No

Were there any unusual purchase? (Example: a vacation, new outfit, etc.)

- Yes (Explain any
discrepancies)
 No

Does the total of all checks equal the total expenses in Section 6?

- Yes (Explain any
discrepancies)
 No

Review of Income

Were all deposits on bank statements recorded in the checkbook and savings account ledgers?

- Yes (Explain any
discrepancies)
 No

Do all deposit slips match the recorded deposit amounts?

- Yes (Explain any
discrepancies)
 No

Does the total of all deposits match the total income in Section 6?

- Yes (Explain any
discrepancies)
 No

If additional forms are included (fundraising or member dues), do the dates and amounts match the deposited amounts?

- Yes (Explain any
discrepancies)
 No

Other

Do all transfers identified on checking and savings account bank statements match the ledgers?

- Yes (Explain any
discrepancies)
 No

Has reconciliation been completed each month?

- Yes (Explain any
discrepancies)
 No

Do the accounts balance to the bank statements each month?

- Yes (Explain any
discrepancies)
 No

Does the ending balance in the checkbook ledger and savings account match the ending balance in Section 9?

- Yes (Explain any
discrepancies)
 No