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 ________________________________________________________________

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<thead>
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<tbody>
<tr>
<td>1. For applicants only: On the Articles of Organization, are all the spaces filled and signatures completed? (pages 2-3)</td>
<td>Yes</td>
<td>No</td>
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<td>2. Does the 4-H Club or Group meet the minimum requirements?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>a. Does the club have five or more youth from at least three families?</td>
<td>Yes</td>
<td>No</td>
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<td>b. Have all adult leaders been approved through the Youth Protection process?</td>
<td>Yes</td>
<td>No</td>
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<td>c. Is there a written educational plan/calendar?</td>
<td>Yes</td>
<td>No</td>
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<td>d. Youth involvement in leadership and decision making?</td>
<td>Yes</td>
<td>No</td>
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<td>e. Does the 4-H Club or Group meet on a continuing basis?</td>
<td>Yes</td>
<td>No</td>
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<td>f. Does the 4-H Club or Group have written operating guideline or bylaws?</td>
<td>Yes</td>
<td>No</td>
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<td>g. Is the 4-H Club or Group open to any youth eligible for 4-H membership?</td>
<td>Yes</td>
<td>No</td>
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<td>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)</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>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)</td>
<td>Yes</td>
<td>No</td>
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<td>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?)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>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?)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
7. Are the goals for the year of the 4-H Club or Group identified? (page 6 for applications and page 4 for renewals) | Yes  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) | Yes  No  
---|---
9. Is the Annual Financial Report complete? (page 5-6 for renewals) | Yes  No  
---|---
a. Is the EIN (Employee Identification Number) listed? (page 5 for renewals) | Yes  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) | Yes  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) | Yes  No  
---|---
d. Are all funds received and disbursed identified in the correct category and totaled? (page 5 for renewals) | Yes  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) | Yes  No  
---|---
f. Are all 4-H financial accounts identified and those that have authorization to use the accounts? (page 6 for renewals) | Yes  No  
---|---
g. Have the 4-H accounts been audited? Has the auditor signed and dated the Annual Financial Report? (page 6 for renewals) | Yes  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) | Yes  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? | Yes  No  
---|---
11. Additional information requested: (please use back of page as needed) | Yes  No  
---|---
a. How has the 4-H club used the information from the 4-H Annual Volunteer Leader Training? |  
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b. What additional resources or training is needed by the 4-H volunteers in the 4-H Club? |