DISSOLUTION OR NONRENEWAL OF
WISCONSIN 4-H CHARTERS

April 2012

This tool is for 4-H Youth Development Educators as they work with 4-H Clubs, Groups or Committees when they choose to dissolve or there is a non-renewal of the 4-H Charter. As a guiding principle, the dissolution or non-renewal of the charter of a 4-H Club or Group should only be considered when all other options have been explored and exhausted. Once it has been determined that a 4-H Charter needs to be revoked or not renewed, the following steps are to be taken.

This resource has been developed in accordance with Wisconsin 4-H Youth Development Policies to help guide the process of Charter revocation or nonrenewal. The completed document should be kept in the 4-H Club or Group file.

What is the Basis for the Revocation or Nonrenewal of the 4-H Charter? (Check all that apply.)

☐ The 4-H Club or Group has voted to dissolve.
☐ The 4-H Club or Group has less than 5 members from 3 families.
☐ The 4-H Club or Group does not have adult leadership approved through the youth protection process.
☐ The 4-H Club or Group has not developed an educational plan which meets the purpose of the 4-H program.
☐ The 4-H Club or Group does not have youth involvement in the leadership and decision making process.
☐ The 4-H Club or Group does not meet on a regular basis.
☐ The 4-H Club or Group is not open to youth in regards to race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
☐ The 4-H Club or Group has not submitted the documentation necessary for 4-H Charter renewal.
☐ The 4-H Club or Group has not participated in the annual required 4-H Youth Development training session(s)
☐ Other: __________________________________________________________________________

Steps to be taken for Dissolution or Nonrenewal of a 4-H Club or Group: (Check when completed.)

☐ The 4-H Club or Group has closed all financial accounts and transferred any remaining funds to a recognized 4-H club/unit/group with the approval of the 4-H Leaders Association and 4-H Youth Development Educator.

☐ The 4-H Club or Group has submitted all current and past financial documents to the county UW-Extension office for retention according to current UW-Extension policies.

☐ The 4-H Club or Group has canceled their Employee Identification Number (EIN). [See IRS website on Termination of Exempt Organization, (http://www.irs.gov/charities/article/0,,id=156422,00.html); and Closing Your Account, (http://www.irs.gov/businesses/small/article/0,,id=177073,00.html)]

☐ The 4-H Club or Group has submitted all property (including flags, banners, etc.) to the local UW-Extension office for storage or redistribution. Club scrapbooks and other information may have historical value. Local historical societies may welcome this information as it is preserves community history.

☐ All members and volunteers of the 4-H Club or Group have been notified by the UW-Extension office regarding the dissolution or non-renewal status and presented options for continued participation in the 4-H program.

☐ The Wisconsin 4-H Club and Group Collection SharePoint Site and Appendix A have been updated. Final financial forms must be uploaded into the library of chapter documents.

☐ Additional Comments: __________________________________________________________________________

Name of 4-H Club or Group:

Completed by: Date:

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