



4-H Club/Group Management Glossary

Term	Definition and Appropriate Links	Use
4-H Club	<p>A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences. The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the Land Grant University knowledge base. (4-H National Headquarters). All 4-H Clubs must be chartered. Resources for 4-H clubs are located at 4-H Community Club Central. For additional information, see the Wisconsin 4-H Policies.</p>	<p>To be a Chartered 4-H Club in Wisconsin, the following requirements must be met and maintained:</p> <ul style="list-style-type: none"> • Club name • Five or more youth from at least 3 families • Adult leadership that has been approved through the Youth Protection process • Youth involvement in leadership and decision-making • Meet on a continuing basis • Educational plan which meets the purposes of the 4-H program • Have written operating guidelines, bylaws or constitution approved by the members to govern the club • Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
4-H Group or Committee	<p>4-H committees bring youth and adults together to focus on a specific purpose, event, activity or project. 4-H committees can be formed through the 4-H club, 4-H county organization or through a state 4-H group. The work of 4-H committees is important for 4-H clubs and the 4-H county program for joint decision making, planning and carrying out 4-H experiences. They provide opportunities for developing leadership, citizenship, teamwork, decision-making, planning, organizing and evaluation skills. Resources for 4-H committees are located at 4-H Community Club Central. For additional information, see the Wisconsin 4-H Policies.</p>	<p>4-H groups or committees exist in two ways:</p> <ul style="list-style-type: none"> • If they do not hold a checkbook and handle finances, the group or committee must be formally recognized and accountable to the 4-H Leaders Organization or the 4-H Club. • If a group or committee does have a checkbook and does handle finances, it must be chartered and follow all policies and procedures for securing and maintaining the 4-H charter.
4-H Charter	<p>University of Wisconsin-Extension grants 4-H charters to formally recognize a group's affiliation with 4-H and grant that group permission to use the 4-H name and emblem. Chartered 4-H groups must comply with all federal and state laws and 4-H policies. Charters are granted when a group forms and must be renewed annually. Wisconsin 4-H Charters and renewal process is located on the 4-H Community Club Central website. (http://www.uwex.edu/ces/4h/clubs/index.cfm)</p>	<ul style="list-style-type: none"> • Serves as an education, communication and accountability tool for 4-H clubs and groups. It is also the legal document that gives permission to a 4-H group to use the 4-H Name and Emblem and the rights and responsibilities that accompany this including federal tax exempt status. • All 4-H Clubs and all 4-H groups or committees that have a checkbook and handle money must be chartered. • If a group or committee does not hold a checkbook, it does not need a 4-H charter and MUST be formally recognized and accountable to the County 4-H Leaders Organization.



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501(c)(3)	IRS tax exempt determination code for charitable and other non profits 501(c)(3) exemptions apply to organizations that operate exclusively for religious, charitable, scientific, literary or educational purposes. 501(c) (3) organizations must file a Form 990 (Return of Organization Exempt From Income Tax) with the IRS annually. Failure to file may result in a fine and loss of federal tax exempt status.	This important determination of 4-H exempts them from paying federal taxes on 4-H gifts, grants and other dollars. Donors to 4-H are able to make tax exempt donations to 4-H.
509(a)(2) organization or 170(b)(1)(A)(vi) organization	Non Foundation Designations for non-profit organizations is required for federal tax exempt status. There are different designations to acquire non foundation status depending on the individual group's finances.	4-H Youth Development Educators must complete the Tax Exempt Non-Foundation Status Worksheets annually for all 4-H clubs and chartered groups. Information to complete these worksheets is in the 4-H Club and Chartered group's Charter or Renewal packet. Copies of the worksheets must be kept in the club/group file and submitted to the 4-H Youth Development Program Director with the Annual 4-H Name and Emblem Report on or before January 15.
Affiliate	Groups that are partners with 4-H Youth Development and will be using the 4-H Name and Emblem. A Memorandum of Understanding (MOU) is required. MOU Guide and Instructions will assist the local educator in the development of an MOU. Additional information is located on the 4-H Name & Emblem Website . (http://www.uwex.edu/ces/4h/resources/policies/symbols.cfm)	All affiliates must have a current MOU in place to use the 4-H Name and Emblem. Copies must be kept by the 4-H Youth Development Educator in a secure location. Some MOU's may need to have copies with the 4-H Youth Development Program Director. Consult with the District Liaison.
Annual Financial Report	The documentation of the 4-H club or groups' use of 4-H funds. This report is required annually as part of the charter renewal process. It includes financial account information and balances, funds received and disbursed, and documentation of annual audit. The Annual Financial Report Annual Accounting Report FAQ can assist members and volunteers with this report. (http://www.uwex.edu/ces/4h/resources/policies/documents/AnnualFinancialReportAnnualAccountingReportFAQ8311.pdf)	Due annually by 4-H clubs and chartered groups as part of the 4-H Charter Renewal Packet.
Appendix A: The Wisconsin 4-H Clubs and Groups Chart	This is the official record of all chartered 4-H Clubs and Groups that have Federal Tax Exempt Status. This record is to be updated annually. The County Appendix A is due to the 4-H Youth Development Program Director on January 15 with the annual 4-H Name and Emblem Report. The chart also includes the list of affiliates and records compliance by local 4-H clubs and groups with Wisconsin State Laws for nonprofit organizations. Each county must maintain its own spread sheet using the standard spreadsheet format. The <i>County 4-H Clubs and Groups EIN Chart</i> is also referred to as Appendix A in the Articles of Organization.	All 4-H clubs and chartered groups and committees must be identified on Appendix A. Counties must keep their lists current. Appendix A is collected annually by the 4-H Youth Development Program Director on January 15 with the annual 4-H Name and Emblem Report.
Articles of Organization	The <i>Articles of Organization</i> is a legal document signed by the 4-H Club or Group for the purpose of forming a 4-H Club/Group as an Unincorporated Nonprofit Association under Chapter 184 of the Wisconsin Statutes. One	<ul style="list-style-type: none"> • Articles of Organization are filed at the county level in the official 4-H club file. • A copy of the Articles of Organization must be on file with the 4-H



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	document is required for each 4-H Club or Group. The document is signed by the 4-H Youth Development Educator, 4-H Club or Group Volunteer Leader and Youth President. The document is signed once and kept on file. The document allows the 4-H Youth Development Educator to take action and sign documents on behalf of the 4-H club or group. This includes filing the IRS 990 forms on behalf of the 4-H Club or Group, requesting information from financial institutions, W9 requests, etc. See Instructions for Completing the Articles of Organization (http://www.uwex.edu/ces/4h/resources/policies/documents/20110531InstructionsArticlesofOrganization.pdf)	Youth Development Program Director. These are submitted with the New 4-H Club or Group Charter Application with the annual 4-H Name and Emblem Report due January 15. <ul style="list-style-type: none"> • ALL 4-H clubs and chartered groups put the Articles of Organization in place as part of the 2011 Charter Renewal Process. From 2012 forward, the Articles of Organization are part of the 4-H Charter Application process for new 4-H clubs and groups. • When the current 4-H Youth Development Educator leaves their position, a Transfer of Appointment as Agent Form must be completed locally and with the 4-H Youth Development Program Director.
Audit	To examine, verify, or correct the financial accounts of an organization or person. 4-H audit information and tools will assist members and volunteers. (http://www.uwex.edu/ces/4h/clubs/money.cfm)	4-H financial accounts must be audited annually and with any change of treasurer. This information is documented in the Annual Financial Report.
Budget	<ul style="list-style-type: none"> • An itemized summary of estimated or intended expenditures for a given period along with proposals for financing them for an organization. • The total sum of money allocated for a particular purpose or period of time of an organization. For example: budget for the long range plan for youth scholarships. See 4-H Club/Group Budget Development information. 	4-H clubs and chartered groups must develop an annual budget to manage their 4-H money.
EIN	An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business or non-profit entity. This is a 9 digit number that is assigned by the IRS upon receiving a Form SS-4 application. Information on the completion of the SS4 is located on the 4-H Financial Management website .	All 4-H clubs and chartered 4-H groups/committees must have an EIN. 4-H clubs and other 4-H entities need an EIN number to open a bank account. Personal social security numbers should never be used for 4-H accounts.
Enrollment Year	The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies . (http://www.uwex.edu/ces/4h/resources/policies/documents/WI4HYouthDevelopmentPolicies52011.pdf)	4-H members and volunteers must be actively enrolled prior to participation and officer elections.
Fiscal Year	A fiscal year (or financial year, or sometimes budget year) is the period of time used for calculating annual or yearly financial statements of an organization. Fiscal years are also used for income tax reporting.	<ul style="list-style-type: none"> • The fiscal year for Wisconsin 4-H clubs and groups is July 1 through June 30. • Club management activities affected by the fiscal year are the development of the annual budget, audit of financial accounts, and completion of state and federal financial reports and payment of any fees or taxes.
Gross Receipts	Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or	



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	expenses. Gross receipts are used in Form 990 filing with the IRS.	
IRS Form 1128	IRS Form 1128 is used to adopt, change, and retain a tax year. Additional information is located at www.irs.gov	For those clubs and groups that HAVE changed their fiscal year in the last 10 or have filed a UBIT return, Form 1128 must be filed prior to the IRS Form 990 filing. Both the Form 1128 and the IRS Form 990 filing must be filed by November 15. The form is filed once. For FY 2011, Form 1128 will not need to be filed.
IRS Form 990 Tax Series	<ul style="list-style-type: none"> • 501(c) (3) organizations must file a Form 990 (Return of Organization Exempt from Income Tax) with the IRS annually. Failure to file may result in a fine and loss of federal tax exempt status. • Most small tax-exempt organizations whose annual GROSS RECEIPTS are normally \$50,000 or less (\$25,000 for tax years ending after December 31, 2007 and before December 31, 2010) are required to electronically submit Form 990-N, also known as the <i>e-Postcard</i>, unless they choose to file a complete Form 990 or Form 990-EZ instead. • Additional information is located at www.irs.gov 	<ul style="list-style-type: none"> • 4-H clubs and all charter 4-H groups and committees must file a Form 990 with the IRS annually. • Documentation of completion of this filing is recorded on the 4-H club/group Charter Renewal Packet under the Annual Financial Report. • Responsibility for the completion of the Form 990 series is with the 4-H club/group and 4-H Youth Development Educator.
IRS SS4 Form	IRS Form SS4 is used to request an Employee Identification Number or EIN. Additional information is located at www.irs.gov	All 4-H clubs and chartered groups must have an EIN number. A sample SS4 is located on the 4-H Financial Website . The template will be updated as soon as the UW-Extension GEN is in place.
Memorandum of Understanding (MOU)	A <i>Memorandum of Understanding (MOU)</i> or a <i>Memorandum of Agreement (MOA)</i> is a tool to articulate and recognize collaborations and partnerships between organizations that provide support to the 4-H Youth Development Program and the Cooperative Extension Service. For Wisconsin 4-H Youth Development, these partnerships are considered affiliates. There are a variety of these partnerships which include Foundations, endowments, camps, collegiate 4-H, etc. See the Wisconsin 4-H Name and Emblem Authorization Continuum for additional information. In addition, any group that reports to the IRS and has 4-H in their title must have an MOU and is considered an affiliate. Copies of the MOU should be retained by the 4-H Youth Development Educator. See Tips for Creating a Memorandum of Understanding with 4-H Youth Development/Cooperative Extension (MOU's) with the Microsoft Word Template document at Staff Resources - 4-H Name & Emblem Web Page .	All affiliates must have an MOU in place. Affiliates must be identified on Appendix A.
Transfer of Appointment as Agent Form	The Transfer of Appointment of Agent Form is REQUIRED when a 4-H Youth Development Educator leaves their position. It documents the person that is overseeing the 4-H club or group and has oversight for their activities and finances.	When there is a transition of 4-H Youth Development Educator, a Transfer of Appointment as Agent Form must be filed. Transfer of Appointment as Agent form is located in the Employee Box on the Staff Resources - 4-H Name & Emblem Web Page .



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Unrelated Business Income (UBI)	<ul style="list-style-type: none"> • Even though an organization is recognized as tax exempt, it still may be liable for tax on its unrelated business income (UBI). • For most organizations, unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption. • An exempt organization that has \$1,000 or more of gross income from an unrelated business must file Form 990-T and pay the appropriate tax (UBIT). • The obligation to file Form 990-T is in addition to the obligation to file the annual information return, Form 990 series. 	4-H clubs and chartered groups must file the Form 990-T and pay UBIT if appropriate. This is recorded on Appendix A.
Wisconsin 4-H Name and Emblem Continuum	The Wisconsin 4-H Name and Emblem Authorization Continuum Chart outlines authorization of the use of the name and emblem for chartered, affiliate and other use. It includes definition and process for granting authority for the use of the 4-H name and emblem for each group. It is a critical guide for every 4-H Youth Development Educator.	This guide for 4-H Youth Development Educators provides the needed information for the determination of the use of the 4-H Name and Emblem at the local level. Educators should work with the District Liaison and the 4-H Youth Development Program Director if questions.
Wisconsin Charitable Organization Registration and Reporting	A charitable organization planning to solicit and receive contributions in excess of \$5,000 during any 12-month calendar or the organization's fiscal year must register with the Wisconsin Department of Regulation and Licensing .	<ul style="list-style-type: none"> • For 4-H Clubs and Groups, common contributions are donations of equipment, land or money, bequest, grants, sponsorships for camps or events, corporate solicitations and donations, and Platt Book Advertising solicitation. It is better to error on the side of filing than not. • Additional information is located on the 4-H Youth Development Financial Management website. • Record this information on Appendix A.

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