A 4-H Charter indicates the 4-H Club or Group is organized in accordance with objectives of the 4-H program. It authorizes the club or group to use the 4-H Name and Emblem for educational purposes in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture.

- The purpose of the 4-H Charter is education, communication and accountability.
- A 4-H Charter is given to a new 4-H Club or Group as they are formed and meeting the requirements.
- 4-H Clubs and Groups must renew their charter annually through completion of the 4-H Charter renewal process. All 4-H Clubs must be chartered.
- All 4-H Groups (including committees, boards or other organizations) that hold any financial accounts must be chartered. If a 4-H Group does not hold any financial accounts, it must be formally recognized and accountable to the County 4-H Leaders Organization.

Why Are 4-H Charters Necessary?
University of Wisconsin-Extension grants 4-H Charters, which formally recognize a group’s affiliation with 4-H and grant that group permission to use the 4-H Name and Emblem. To be a chartered 4-H Club or Group in Wisconsin, the following requirements need to be met and maintained:

- Club name or group name
- Five or more youth from at least three families
- 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 members to govern the club or group
- 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.

The University of Wisconsin-Extension, Cooperative Extension 4-H Youth Development Program has programmatic and financial accountability for all 4-H Clubs and Groups in Wisconsin. All 4-H Clubs and Groups must follow the Wisconsin 4-H Youth Development Policies (http://www.uwex.edu/ces/4h/resources/policies/index.cfm).

Wisconsin 4-H Green Guarantee
4-H Charters 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.

- 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.
NEW 4-H CLUBS AND GROUPS
ARTICLES OF ORGANIZATION

These Articles of Organization are entered into by those who have signed below for the purpose of forming a 4-H Club or 4-H Group as an Unincorporated Nonprofit Association under Ch. 184 of the Wisconsin Statutes. These are completed once for the lifetime of the 4-H club or group.

Article 1. Name of the 4-H Club or Group/Committee, which is organized as an association by this document:

Check One:  □ 4-H Club  □ 4-H Group

A. Name of the County in which the 4-H Club or Group is located:

B. County 4-H Youth Development Educator, who, by signing below, agrees to oversee the 4-H Club or Group and act as the 4-H Club or Group’s agent:

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Printed Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

C. Address of the County UW-Extension Office, which will serve as the mailing and business address for the 4-H Club or Group:

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>WI</td>
<td></td>
</tr>
</tbody>
</table>

Article 2. The 4-H Club or Group’s term of existence shall be perpetual. This means that the 4-H Club will continue to exist until it is dissolved, according to UW-Extension 4-H policies and the 4-H Club’s bylaws.

Article 3. The purpose of the 4-H Club or Group is to organize and operate exclusively for the nonprofit purposes allowed by Section 501(c)(3) of the Internal Revenue Code. Section 501(c)(3) prohibits the 4-H Club or Group from paying any profits, above reimbursements for the 4-H Club or Group’s expenses, to any of its members, directors, or officers. Additionally, Section 501(c)(3) prohibits the 4-H Club or Group from taking sides either in political campaigns or in any effort to pass a specific law. This 4-H Club or Group will primarily operate for educational purposes.

Article 4. The 4-H Club or Group agrees to comply with all applicable UW-Extension policies and procedures governing 4-H, and agrees that the County 4-H Youth Development Educator has all necessary and proper authority to oversee the 4-H Club or Group to ensure the 4-H Club or Group’s compliance.

Article 5. UW-Extension is authorized to include the 4-H club or group in a group tax exemption, and the 4-H Club or Group will supply the County 4-H Youth Development Educator all necessary documentation to ensure the 4-H Club or Group’s inclusion in a group tax exemption.

Article 6. The 4-H Club or Group’s members, directors, or officers will be selected according to the UW-Extension 4-H policies and the 4-H Club or Group’s by-laws.

Article 7. These articles can be changed according to the policies, rules, and laws that apply at the time the articles are changed.
**Article 8.** Upon dissolution of the 4-H Club or Group, any assets will be permanently dedicated to nonprofit purposes and turned over to another recognized 4-H club, unit, or group with the approval of the 4-H Leaders Association and the county 4-H Youth Development Educator. The recipient of the 4-H Club or Group’s assets will only operate for the nonprofit purposes allowed in Section 501(c)(3) of the Internal Revenue Code.

**Article 9.** Name, address, and signature of each organizer—the organizers are the 4-H Volunteer Organizational or Group Leader(s) and the 4-H Youth President or Chair:

<table>
<thead>
<tr>
<th>Signature of 4-H Volunteer Organizational or Group Leader who is 18 years of age or older:</th>
<th>Printed name of 4-H Volunteer Organizational or Group Leader who is 18 years of age or older:</th>
<th>Date</th>
</tr>
</thead>
</table>

Street Address:

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of 4-H Youth President or Chair:</th>
<th>If 4-H Youth President or Chair is under 18 years of age, signature of parent or legal guardian:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed name of 4-H Youth President or Chair:</th>
<th>Date:</th>
<th>If 4-H Youth President or Chair is under 18 years of age, printed name of parent or legal guardian:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Street Address:

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>

Optional: Complete this box if an additional 4-H volunteer serves in an organizer role.

<table>
<thead>
<tr>
<th>Signature of volunteer organizer:</th>
<th>If organizer is under 18 years of age, printed name of parent or legal guardian:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed name of volunteer organizer:</th>
<th>Date:</th>
<th>If organizer is under 18 years of age, printed name of parent or legal guardian:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Street Address:

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>
COUNTY: _______________  ____Today's Date (mm/dd/yy) _______________

Name of 4-H Club or Group ________________________________________

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

Officers: (please complete the leadership roles applicable to the 4-H Club or Group):

President/Chair: ____________________________ Reporter: ____________________________
Vice-President/ Vice-Chair: ___________________ Other: ____________________________
Secretary: _________________________________ Other: ____________________________
Treasurer: ________________________________ Other: ____________________________

PLANNING FOR FIRST YEAR ACTIVITIES

What do you plan to include in your regular meeting routine? (Please check all that apply)

- Business meeting
- Food/snacks
- Recreation/games
- Demonstrations
- Educational program
- Sharing/get acquainted activities
- Project meetings
- Other: ____________________________

How did you plan to communicate with families in your 4-H Club/Groups? (Please check all that apply)

- Phone tree
- E-mail
- Club or Group newsletter
- Letters / postcards
- Club or Group meeting announcements
- Website – Club or County (circle one)
- Social media (such as Facebook)
- Other: ____________________________

How will the 4-H Club or Group help create a welcoming environment for members and families, especially new members and families?

__________
Planning for the Year’s Activities, Continued

How will the 4-H Club or Group involve youth in making decisions?

Please list the planned community service projects and possible impact the 4-H Club or Group intends to do this first year.

4-H CLUB MEETING INFORMATION FOR THIS FIRST YEAR

Regular 4-H Club or Group meeting time: Day of month: ____________ Time: ____________

Location where 4-H Club or Group meetings normally will be held: ____________________________

Is the meeting site handicap accessible? ☐ Yes ☐ No

Does the 4-H Club or Group have at least five or more youth from at least three families? ☐ Yes ☐ No

Does the 4-H Club or Group have a website? ☐ Yes ☐ No

If yes, address of Website: _______________________________________________________________

Does the 4-H Club or Group have a Facebook or social network site? ☐ Yes ☐ No

If yes, address of Facebook or other Social network site: _____________________________________

For 4-H Clubs and Groups, list the name of the one or more leader(s) that attended the Annual Volunteer Leader Team Training. This training is required for charter renewal. (This is not the Youth Protection Volunteer Orientation Workshop.)

_____________________________________________________________________________________

Wisconsin 4-H Policies state that every 4-H Club or Group must have written operating guidelines or bylaws. Please attach one copy of the 4-H Club’s or Group’s written operating guidelines or bylaws if completed. Indicate meeting date for distribution to members ____________________________

Date bylaws or operating guidelines were developed and approved by members ____________________________

Does the 4-H Club or Group own land or buildings? ☐ Yes ☐ No

If yes, describe: ____________________________

Does the 4-H Club or Group own other property or project equipment (over $500) ☐ Yes ☐ No

If yes, an inventory needs to be in the club or group’s records file and updated annually. The 4-H Youth Development Educator may want a copy of this inventory.

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

_________________________   ___________________________   ___________
Print 4-H Adult Volunteer Leader Name                  4-H Adult Volunteer Leader Signature                    Date

_________________________   ___________________________   ___________
Print 4-H Youth Leader Name                             4-H Youth Leader Signature                                Date

(Club President or Group Youth Leader)

Wisconsin 4-H Annual Charter Application - 5 -  Publication No. CA01
4-H CLUB OR GROUP ANNUAL CALENDAR PLANNER

4-H Club or Group Goals for the Year (e.g. increase the educational experiences for members, develop newsletter with 4-H members, review and evaluate community service project to meet local community needs, increase number of youth leaders, etc.)

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

Please provide meeting dates, planned business topics and educational programming for each meeting. The three parts of effective 4-H meetings are business, education and recreation.

Attach 4-H Club or Group Annual Calendar or complete the form below.

<table>
<thead>
<tr>
<th>Month</th>
<th>Meeting Logistics</th>
<th>Meeting, Event, Activity</th>
<th>Committee Person(s) Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE</td>
<td>September 12, 7:00 p.m. Clover Center Town Hall</td>
<td>Business Items: Election of Officers, Community Service idea for fall, form Holiday Party Committee Education/Program: Guest speaker, Clover Center Police Officer Recreation/Refreshments: Smith Family</td>
<td>Mrs. Smith Jane Heart</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
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<td>January</td>
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<tr>
<td>February</td>
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<tr>
<td>March</td>
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<td></td>
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<tr>
<td>April</td>
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<td>May</td>
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<td>July</td>
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<tr>
<td>August</td>
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<td></td>
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<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4-H CLUB OR GROUP ANNUAL FINANCIAL REPORT

Name of 4-H Club/Group: ___________________________ Today’s Date (mm/dd/yy) ________________

*EIN (Employee Identification Number, also known as the Federal Tax ID Number) ______________________

Wisconsin or Tribal Sales Tax Exempt Number (if the 4-H Club or Group has one) ______________________

4-H money is public money. The safety of all 4-H funds, volunteers and members are of the highest priority. UW-Extension, Cooperative Extension 4-H Youth Development is accountable for the educational programs and finances of all 4-H Clubs and Groups.
- The 4-H fiscal year is July 1 through June 30.
- All 4-H Clubs and Groups must comply with Wisconsin 4-H Youth Development Financial Policies.
- All 4-H Clubs and chartered Groups are required to have an Employee Identification Number (EIN) number and submit a financial record and audit report to the County UW-Extension Office once each year. All 4-H Clubs must file an IRS Form 990 annually in cooperation with the 4-H Youth Development Educator.
- Federal regulations governing the use of the 4-H Name and Emblem require annual financial reporting/accountability of all organized 4-H Clubs and Groups. Failure to annually submit the financial report could result in loss of approval to use the 4-H Name and Emblem and the 4-H Charter.
- Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes.
- It is recommended that 4-H Clubs and Groups use a cash accounting method.
- Bank accounts need to have two signatures, one adult volunteer with oversight for the club or group’s finances and the youth treasurer. These two persons should not be related.

Information that will be required annually on the Annual Financial Report includes:
- EIN (Employer Identification Number), also known as Federal Tax Identification Number.
- Wisconsin or Tribal Sales Tax Exempt Number, if your 4-H Club or Group chooses to get one.
- A bank statement for all accounts held by the 4-H Club or Group.
- A list of all funds received and funds dispersed and reported in the appropriate category.
- Identification of 4-H Club or Group accounts.
- Documentation of the annual audit of the 4-H Club or Group accounts.

*Employee Identification Numbers (EIN):
- The IRS requires UW-Extension to annually certify the complete list of subsidiary groups who are eligible to use the 4-H general tax exemption number (GEN). To accomplish this, each 4-H Club or chartered Group must submit an Annual Charter Renewal Packet with complete financial accounting to the 4-H Youth Development Educator working with the 4-H Club or Group. In turn, the 4-H Youth Development Educator is responsible to keep the official list of Wisconsin 4-H clubs and Groups up to date.
- The EIN number is needed prior to opening a 4-H Club or Group checking or savings account.
- If your club does not have an EIN number yet, a form is available at: http://www.irs.gov/pub/irs-pdf/fss4.pdf. A sample form is located at: Sample SS-4 Form. When completed, mail to: Internal Revenue Service Center, Attn: EIN Operation, Cincinnati, OH 45999 or FAX to 1-(859) 669-5760. It may take about two weeks. Another way to obtain an EIN is by calling 1-800-829-4933. You will be asked for information and will receive your EIN when the phone conversation is completed. The IRS will send a confirmation of your number by mail. It is not recommended to use the IRS Internet online tool for obtaining an EIN because it requires giving a Social Security Number. Instead, complete the SS-4 then print and fax or mail it, or phone in the information.
- Contact your 4-H Youth Development Educator as you complete the SS4 form.

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. © 2015 by the Board of Regents of the University of Wisconsin System. Developed by the Wisconsin 4-H Office, 436 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.
**Accounts Information**

This is a sample of what is expected for each 4-H Charter Renewal. You may complete this if these are in place at this time or use this as a worksheet as you put money handling practices in place with the 4-H Club or Group.

Attach a copy of the bank statement ending June 30 for each account held by the 4-H Club or Group that reflects the account balances for the end of the fiscal year.

**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 ___________________

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

____________________________________________________________________________________

**Handling 4-H Money:** List if there are any other youth or adults that coordinate a fundraiser or program on behalf of the club or group that would be handling money who are not on the account authorization above:

---

### Annual Accounting Form (completed after each fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balance (July 1)</th>
<th>Ending Balance (June 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Savings Account</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Funds</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

4-H Clubs must use the categories as listed below as identified. Suggested additional categories for Funds Disbursed include: Dues Paid to County, Educational Supplies, Community Service Expenses, Recreation, etc.

<table>
<thead>
<tr>
<th>Funds Received</th>
<th>Funds Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Raising (do not subtract expenses)</td>
<td>Fund Raising Expenses $</td>
</tr>
<tr>
<td>Member Dues</td>
<td></td>
</tr>
<tr>
<td>Donations¹</td>
<td></td>
</tr>
<tr>
<td>Investment Income²</td>
<td></td>
</tr>
<tr>
<td>Income from Youth Development Services³</td>
<td></td>
</tr>
<tr>
<td>Other/ Pass Through Funds⁴</td>
<td>Other/ Pass Through Funds $</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Funds Received</th>
<th>Total Funds Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

¹ Occasionally, the 4-H Youth Development Educator may need to access a record of individual donations during the last fiscal year. In that instance, the 4-H Youth Development Educator will contact you.

² Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

³ Income from providing youth development services only includes fees charged directly to participants for the ability to participate in programs, such as 4-H camps. However, it does not include membership dues.

⁴ Other/Pass Through Funds includes fees collected for educational programs carried out by other groups. This money is collected from the member/family and then paid directly to the other group/organization.