

## **System for Submitting and Storage of Applications for Local Endowment, Foundations and Long Term Investment Accounts**

Under certain circumstances and with UW-Extension approval, chartered 4-H Clubs and Groups may place excess 4-H funds in an approved 4-H foundation or endowment fund other than the Wisconsin 4-H Foundation. This is Option E of the financial policies of the [Wisconsin 4-H Youth Development Policies](#). This includes all current local 4-H foundations, endowments, trusts or long term investment accounts. All new accounts must be approved before any contracts are signed or financial accounts are open. This is a one-time review and approval process. The [Application for Review and Approval of Local Endowments, Foundations and Long Term Investment Accounts](#) starts the process.

### **To submit an application:**

- Applications are to be posted on the WI 4-H Clubs and Groups Data Collection SharePoint site. (<https://workspaces.ces.uwex.edu/sites/4hdata/default.aspx>) They are posted in the Chapter Library with the chartered 4-H Club or Group that has oversight for the local endowment, foundation, trust or long term investment account as a PDF file. Include all information requested in the application in one PDF file. The naming convention is: county.group.investment.
- Send an email message to the 4-H Youth Development Program Director, Director of Budget and Fiscal Operations, and to the Associate Program Director indicating that an application has been posted for review and approval. You will receive a response from the 4-H Youth Development Program Director indicating the application has been received.
- The Application will be reviewed. If additional information is needed, you will be contacted. Additional information should be added to the application and the application reposted using the same naming convention. Notify the 4-H Youth Development Program Director that the requested information has been added to the application.
- You will receive a written approval, conditional approval or not-approved letter from the 4-H Youth Development Program Director and Director of Budget and Fiscal Operations. This letter will also be posted on the 4-H Club and Group Data Collection SharePoint site.
  - Approval letters: the applicant is good to go with the plan presented in the application. If there are any additional questions or concerns, contact the 4-H Youth Development Program Director.
  - Conditional Approval: This letter will contain information that must be completed, changed or addressed. When this work is completed, notify the 4-H Youth Development Program Director so the review and approval process can be continued. In most cases, documentation and materials will be added to the initial application and reposted on the 4-H Club and Group Data Collection SharePoint Site with the same naming convention. Specific information will be in the letter.
  - Not-Approved: The 4-H Club or Group will need to develop a new plan for the long term investment goals.

Hard copies of the applications and letters need to be filed in the county 4-H Youth Development Office in the individual 4-H Club or Group file.

Additional information is available on the Financial Management Website.

<http://www.uwex.edu/ces/4h/resources/mgt/financial.cfm>