

Dates and Deadlines for 4-H Charter Documents and Reports

Document or Action	Deadlines Effective 4.2012	Notes
Membership Year	October 1 – September 30	4-H Policies and 4-H Club/Group calendars
Fiscal Year Chartered Clubs and Groups	July 1 – June 30	Congruent with UW-Extension for financial accountability and GEN
Charters Due County	November 1	<ul style="list-style-type: none"> • Provides the time to ensure the 990 filing is documented. • Vote held by Educators 2.2012 • 4-H Youth Development Educators can determine an earlier deadline for the county.
IRS 990 Filing Due	November 15	Established by IRS
Share Point Collection Site Updated	November 15	This allows approximately 6 weeks for Collections site review and preparation of the Annual GEN IRS Report.
Charter Renewal Effective Dates	November 1 – October 31	Vote by Educators 2.2012
Name and Emblem Report Due	November 15	Report submitted on Wisconsin 4-H Clubs and Groups SharePoint Collection site under County Documents
Annual IRS GEN Report Due	January	Includes reports that are taken from Collection Site. Completed by Associate Program Director and Director of Budget and Fiscal Operations.