To be authorized to use the 4-H Name and Emblem, all 4-H Clubs and Groups must complete and return this packet to the County UW-Extension Office.

County Due Date: October 13, 2017

County: ____________________________ Today’s date (mm/dd/yy): __________________________

Name of 4-H Club or Group: ___________________________________________________________

☐ 4-H Club ☐ 4-H Group

Name of Primary 4-H Club/Group Contact: ________________________________________________

E-mail: ______________________________________________________________________

Primary Phone: _______________________________________________________________

4-H CLUB OR GROUP MEETING INFORMATION FOR RENEWAL YEAR

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

Time: __________________________

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

______________________________________________________________________________

Is the meeting site handicap accessible? □ Yes □ No

Does the 4-H Club or Group have a website, Facebook or other social media site?

Yes □ No □ If yes, address of site: __________________________________________________

Wisconsin 4-H Policies state that every 4-H Club or Group must have written operating guidelines or bylaws approved by the members to govern the club or group. Attach one copy of the 4-H Club’s or Group’s written operating guidelines or bylaws to this form, if they have changed since your last submission.

Date of last update: __________________________
Chartered Club or Group Requirements

<table>
<thead>
<tr>
<th>Wisconsin 4-H chartered Clubs and Groups must meet the following requirements. Please check Yes if your club or group meets the requirement, check No if they do not.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Five or more youth from at least three families.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Approved adult leadership who has completed the UW-Extension Volunteer in Preparation (VIP) Youth Protection process.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. One or more leader(s) attended the Annual Volunteer Leader Team Training. (This training is required for charter renewal and is not the VIP orientation.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Meet on a continuing basis.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. 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.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Including the Essential Elements of Positive Youth Development (Mastery, Generosity, Independence, and Belonging) into your club or group creates an environment where youth experience positive growth and development.

6. **Mastery:** Educational plan involving business, community service, education, and recreation/socialization, which meets the purposes of the 4-H program

7. **Generosity:** Youth have opportunities to contribute through community service.

8. **Independence:** Youth involvement in leadership and decision-making.

Example of opportunities you have created:

9. **Belonging:** Youth and adults create a welcoming environment for all members and families

Example of strategies you are using:

By signing below, your club or group indicates it is in compliance with all of the 4-H charter requirements checked above, (1-9).

If your club or group is not in compliance with any of the requirements on page one (1), a plan for being in compliance will need to be submitted to your 4-H Youth Development Educator and a provisional charter will be issued for this charter renewal year.

_______________________________     ________________________________   _________ __________
Print 4-H Adult Volunteer Leader Name     4-H Adult Volunteer Leader Signature     Date

_______________________________     ________________________________   _________ __________
4-H Youth Leader Name     4-H Youth Leader Signature     Date

*(Club President or Group Youth Leader)*

Last year this training was at the April General Leader Meeting on April 5, 2017. The training was called "Communicating Across the Generations."

Should be signed by your club's 2017-2018 youth president.
Club or Group Smart Goals

Our goals are S.M.A.R.T. goals that stand for Specific, Measurable, Achievable, Results-focused, and Time-bound. For example: *We will offer educational programs at five of our club meetings this year. We will determine if there are any community needs we can meet with an additional community service project by our April meeting. We will recruit three new families as members of our club by March 1 of this year.*

✓ Please share the educational goals your club or group set last year and indicate progress your club or group made on these goals:

Refer back to the goals from your 2016-2017 charter. These are on file at the UW-Extension if you need a copy.

✓ Share a minimum of three (3) SMART goals your club or group has set for this club year:

4-H CLUB OR GROUP CALENDAR PLANNER

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. Calendars should include the month, meeting logistics (date, time, location for each month’s meeting), meeting, event, activity. A suggested format follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Meeting Logistics</th>
<th>Meeting, Event, Activity</th>
</tr>
</thead>
</table>
| SAMPLE  | September 12, 7:00 p.m. Clover Center Town Hall | **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 |
4-H CLUB OR GROUP ANNUAL FINANCIAL REPORT

Name of 4-H Club or Group: ____________________________    Today’s Date (mm/dd/yy): __________

Federal regulations governing 4-H clubs and 4-H groups authorized to use the 4-H Name and Emblem require funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes. In addition, all 4-H Clubs and Groups that handle money must have an Employer Identification Number (EIN) number and annually submit a report which includes a record of their finances and verification of a financial review. 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.

EIN (Employer 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) ____________________________

Complete the following information based on the previous 4-H fiscal year, July 1 through June 30.
For your report to be complete and accepted the ending balance (D) must be equal to the total funds listed under (A) Beginning Balance plus (B) Total Funds Received minus (C) Total Funds Disbursed $A+B-C=D

DO NOT LEAVE ANY BOXES BLANK – Enter zero or the dollar amount

<table>
<thead>
<tr>
<th>Annual Accounting Form</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>(A) $</td>
<td>(D) $</td>
</tr>
</tbody>
</table>

4-H Clubs and Groups 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>(list category)</td>
</tr>
<tr>
<td>Donations¹</td>
<td>(list category)</td>
</tr>
<tr>
<td>Investment Income²</td>
<td>(list category)</td>
</tr>
<tr>
<td>Income from Youth Development Services³</td>
<td>(list category)</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>(B) $</th>
<th>Total Funds Disbursed</th>
<th>(C) $</th>
</tr>
</thead>
</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.
Accounts Information

Attach a copy of the bank statement ending June 30 or July 1 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 Address _________________________________ Account Number __________________

Other Account Information, i.e. savings (if applicable) (add pages to this document if needed)
Account Name (as it appears on the bank statement) _________________________________
Bank Name and Address _________________________________ Account Number __________________

Account Authorization: Please print the names of people authorized on any club/group 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.

Does the 4-H Club or Group have:
Assets in excess of projected expenditures for two years or $1,000, whichever is greater? ☐ Yes ☐ No
Own land or buildings? ☐ Yes ☐ No
Own other property or project equipment with value over $500 ☐ Yes ☐ No
Please attach an inventory of any land, buildings, property or project equipment with a value of over $500; indicating value and where stored.

Financial Report Completed By: Needs to be signed by youth treasurer from 2016-2017
Print 4-H Club or Group Treasurer Name _____________________________ 4-H Club or Group Treasurer Signature ________________ Date ________________
Print 4-H Adult Volunteer Leader Name (if treasurer is under age 18) _____________________________ 4-H Adult Volunteer Leader Signature (if treasurer is under age 18) ________________ Date ________________

Financial Review: All 4-H Chartered Clubs and Groups must have an annual financial review to review and verify all the financial accounts and activities and this Annual Financial Report. The financial review must be completed by an adult unrelated to the person who completed the report and who is not directly involved with the club or group finances. It is suggested that two people review the financial accounts, of which one can be a youth. At least, one adult financial reviewer signature is required. Audit resources and tools are available to assist volunteers.

"By signing below, I attest that I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct and I attest that am not related to the individual on the account(s) I have reviewed."

Print Reviewer Name _____________________________ Signature of Reviewer ________________ Date ________________

Accounts may not be audited by anyone who is authorized on the club account or is a relative of someone authorized on the club account.