



Clallam County

4-H 

WASHINGTON STATE UNIVERSITY  
EXTENSION

November 2018

Dear Club Leader-

Welcome to fall and the beginning of a new and exciting 4-H year! This letter will help to outline the steps that are required in order for youth members, adult volunteers, and clubs to remain active as the new 4-H year begins on October 1.

To establish or retain your club's **4-H Club Charter** for the 2018-2019 year and be included on the WA State 4-H EIN list for tax-exemption, please complete and return the items requested below to the Extension office by December 1<sup>st</sup> of this year.

- ❁ Enrollment- All returning youth members and adult volunteers must login to **4HOnline** and submit their re-enrollments. Club leaders should confirm members/volunteers in 4-H online or by submitting a roster to the Extension office by December 1. State and County membership fees are due upon enrollment. Clubs may continue to enroll new members all year. June 1<sup>st</sup> is the deadline for enrollment for County Fair Participation.
- ❁ The **Annual Financial Summary** report must be completed, including peer review, and returned to the Extension Office. Even if your club does not have a bank account or raise funds please indicate this information on the form and return it to the Extension Office by December 1. (New Clubs for 2017-2018 will not complete this until next year)
- ❁ The **4-H Club Chartering Document** is required for all 4-H clubs in order to be recognized as part of 4-H, and to be authorized to use the 4-H Name and Emblem. Please complete all sections, sign, and return the document no later than December 1.
- ❁ Each club must have an approved **Club Constitution and Bylaws** signed by club officers on file with the Extension office. Contact the 4-H office for a template to use.
- ❁ Encourage all your club volunteers to **report their 4-H volunteer hours**. Visit: <http://ext.wsu.edu/Volunteers/logon.aspx> to log your hours.

We have made efforts to make our Clallam County 4-H website your one stop shop for Club Leader Resources. Please bookmark this page and feel free to give feedback on resources you would like available on the website. Thank you for your efforts to ensure a quality 4-H Youth Development program in Clallam County!

Melanie Greer

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4-H 

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# Chartering a 4-H Club in Washington State

The 4-H Youth Development Program is the nation's largest non-formal, out-of-school, inclusive youth development program. The 4-H Name and Emblem are federally protected (18 USC 707) as the official trademark of USDA for Extension youth development education in land-grant systems. The National 4-H Headquarters, with state 4-H Program Leaders and County 4-H staff, are designated by the Secretary of Agriculture to recognize and charter groups to function under the 4-H educational mission.

The youth development mission of the 4-H Program is achieved through partnerships with approved volunteers who are critical in providing high quality 4-H club experiences for youth. Volunteers also serve as role models, mentors, and guides for youth. Because youth develop over time, 4-H clubs that meet regularly can provide youth with a variety of age-appropriate experiences they need to thrive and reach their full potential.

A 4-H Club Charter allows a group to use the 4-H Name and Emblem. The Charter documentation provides communication, education and accountability. Once a Charter is granted, the rights and responsibilities of 4-H partners (club members, volunteers and staff) remain consistent.

## **Rights and Responsibilities of a Chartered 4-H Club**

When a 4-H club agrees to function within the high standards assigned to the national 4-H Name & Emblem, then 4-H staff will issue a Charter which formally grants:

1. Authorization to use the 4-H Name & Emblem in accordance with its educational mission (*including an option to raise, allocate and disburse funds within those guidelines*)
2. Inclusion under the tax exempt group ruling for Washington State 4-H Youth Development
3. Compliance with submission of annual reports as required by the Washington State 4-H Youth Development Program
4. Adherence to the Washington State 4-H Youth Development Policy as a club  
National 4-H Fact sheets: "*Charters: The Key to Official Recognition*" 2008

## **Quality 4-H Programming**

WSU Extension staff and 4-H volunteers have access to education and resources for the purpose of providing high quality 4-H programs. Together, they implement 4-H programs to help youth:

- Belong to a group that develops positive relationships with peers and adults.
- Find their spark; and develop and master skills for a successful transition to adulthood.
- Be generous and contributing citizens through community involvement and service.
- Practice independence through decision-making in a consistently, safe environment.
- Be actively involved (planning, doing, reflecting) and challenged in their own learning.
- Have fun!

*WSU Extension programs and employment are available to all without discrimination.  
Evidence of noncompliance may be reported through your local Extension office.*

**Standards for a Chartered 4-H Club**

Together, 4-H youth and volunteers review, date, or check (✓) the following statements to apply for a 4-H Club Charter. Return these pages (2 and 3) to 4-H staff at the local county Extension 4-H Office.

\*4-H staff will monitor status of items checked (✓) 'in progress' for accomplishment in reasonable time.

**NOTE: A group MUST have a Charter before using the 4-H Name & Emblem or conducting financial business.**

**Date Completed Or (✓) Agreed\***  
e.g. 2/4/2018

**1. 4-H Club Organization**

Date Completed    Agreed

  /  /         A. To establish a welcoming place to learn, we agree to choose a club name that is inclusive, and does not discriminate against any interested youth (inclusive without regard to race, color, religion, national origin, gender, disability, sexual orientation, or marital/parental status) today or in the future. Youth from historically underrepresented groups are welcome in 4-H. Upon verbal approval by the local WSU Extension 4-H staff, the name of this 4-H club/group is:  
\_\_\_\_\_

  /  /         B. The 4-H Name & Emblem is protected by Federal law. This 4-H Club agrees to read and understand how to use the 4-H Name & Emblem appropriately. See National 4-H Fact Sheet "Use of the 4-H Name & Emblem."

  /  /         C. To expand and practice healthy relationships beyond one's family, this 4-H Club agrees to establish the goal to recruit and enroll at least five (5) members from at least three (3) different families to participate.

**2. Club Meetings and Education**

  /  /         A. We will participate in a minimum of six (6) hours of planned, group activities, meetings, service, workshops to qualify as 4-H programming.

  /  /         B. We will support an ongoing, positive learning environment, we will schedule a minimum of six (6) club meetings during a 4-H year, which is Oct. 1 - Sept. 30).

  /  /         C. To provide quality 4-H programming and help youth thrive, 4-H club meetings will include: business (led by members), education, and fun.

  /  /         D. To help youth practice decision-making in a safe environment, 4-H clubs often choose 'officer' and committee roles to practice decision-making and leadership skills in 4-H. Each club may choose ways for youth to practice these skills. This group will:  
\_\_\_\_\_  
\_\_\_\_\_

**3. Fundraising under the 4-H Name & Emblem**

  /  /      A. If our club chooses to do fundraising or maintain a treasury, we agree to:

- (1) Utilize a bank account identifying WSU 4-H "Club Name" as the owner of the account
- (2) Submit our intent to raise funds to County 4-H staff (prior to fundraising) as part of annual "program of work", (see Policy 6.3)
- (3) Follow the established protocol for conducting fundraising and submitting reports (see C1059E)

**4. Adult Supervision**

- /  /      A. For safety, this 4-H Club is supervised by certified and enrolled 4-H volunteers who have been screened and trained by the WSU Extension Office.
- B. All leaders serving in this club will be enrolled and have signed the C1000 Valuable Partnership, and have access to the Statewide 4-H Program Policy.

The Primary Organizational Club Leader is:

\_\_\_\_\_

**5. Actions of 4-H Club/Group**

  /  /      A. Things this club will do to help others know that we are welcoming, safe and fun, are:

\_\_\_\_\_  
\_\_\_\_\_

**6. When Could a Club Charter be revoked?**

- /  /      A. We understand that a 4-H Charter may be revoked by the WSU 4-H program Leader if the club knowingly and consistently (1) creates an unsafe or unhealthy environment for participants; (2) uses the 4-H Name & Emblem inappropriately; (3) functions in a discriminating manner; (4) no longer meets the criteria of a 4-H Club; or (5) fails to adhere to Washington State 4-H Policy.

**7. Signatures of two (2) 4-H Club Officers or Members**

A. \_\_\_\_\_ Date: \_\_\_\_\_

B. \_\_\_\_\_ Date: \_\_\_\_\_

**8. Signatures of two (2) approved 4-H volunteers**

A \_\_\_\_\_ Date: \_\_\_\_\_

B. \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for being an important part of the WSU 4-H Program**

County 4-H Office files original charter and will send a copy and Charter Certificate to Club

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**WASHINGTON 4-H CLUB/GROUP/COUNCIL/AUTHORIZED UNIT  
ANNUAL FINANCIAL SUMMARY REPORT  
TO WASHINGTON STATE UNIVERSITY EXTENSION**

Reporting Year: October 1, 20\_\_\_\_ to September 30, 20\_\_\_\_.

Tax ID# (EIN) \_\_\_\_\_ County \_\_\_\_\_

Club/Group Name \_\_\_\_\_

Mailing Address—Street or PO Box \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact email \_\_\_\_\_

Bank Name and Branch \_\_\_\_\_

Account signatories: \_\_\_\_\_

Account # (Checking) \_\_\_\_\_ (Savings) \_\_\_\_\_

	CHECKING	SAVINGS	INVESTMENTS
Beginning Balance as of _____ (insert date)			
Total Income this year			
Total Expenses this year			
Ending Balance as of _____ (insert date)			

List any Donors and Fund Raising Activities (Add additional sheets if necessary)

Name \_\_\_\_\_ \$ \_\_\_\_\_

Date IRS Form 990 filed \_\_\_\_\_, 20\_\_\_\_ (required if gross is \$25,000 or greater)

Treasurer's Signature \_\_\_\_\_

Treasurer's Name (printed) \_\_\_\_\_

Leader's Signature \_\_\_\_\_

Leader's Name (printed) \_\_\_\_\_

Date Peer Review Completed \_\_\_\_\_, 20\_\_\_\_

Peer Review Committee Chair's Name (printed) \_\_\_\_\_

Peer Review Committee Chair's Signature \_\_\_\_\_


Date received in county 4-H Extension office \_\_\_\_\_, 20\_\_\_\_

Attach list of equipment or other assets the club/group/council owns (include date acquired and current value.)

**This form is due in the county 4-H Extension Office  
before December 1 of current 4-H year**

WASHINGTON STATE UNIVERSITY



4-H Youth Development Program 

WSU Extension programs and employment are available to all without discrimination. Evidence of non-compliance may be reported through your local WSU Extension office. Published August 2013. C1130E. Revised by Lauren Hrcirik, WSU 4-H Regional Sepcialist, July 2014



### Procedures for 4-H Club Audit Committee

- Check each month's reconciled bank statement and canceled checks. If the treasurer found differences during the month, ask what was done to make corrections. Verify that two authorized, unrelated 4-H members or adult volunteers signed all checks. Verify that the signer is not the same person as the person paid.
- Check the ledger entries and make sure that the entries are complete and up-to-date. Compare the ledger postings to checks, bills, receipts, and deposits. If there are things missing, or don't match up, ask the treasurer to explain.
- Example all voided checks. If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
- Total all money (cash and checks) received. Receipts must be written for all funds collected. Verify that receipts are in order by date and that all funds are listed on the ledgers.
- Total all deposits made to the bank account. The total should equal the total of all funds received as recorded in the ledgers, club monthly treasurer reports, and receipt book.
- Total all money spent. The total should equal the total of all expenses as recorded in the ledgers, club monthly treasurer reports, and check book. Verify that a written bill or receipt is on file for each expense. Verify that all expenses paid by cash are recorded in a petty cash ledger.
- Check the Current Balance. Verify that the treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, equals the treasurer's total current balance for the year.

Complete the next page -If any of your answers are NO, your 4-H group financial record keeping practices are not consistent with 4-H policy. Please attach a brief statement to this form indicating what corrective action will be taken.

Yes	No		Answer all questions if your group collects any amount of funds for any purpose.
		1.	Does the 4-H group have a treasury? If no, attach an explanation.
		2.	Indicate where treasury funds are kept: _____ (Checking, savings, leader's account,) Include bank name, branch location, and account number:
		3.	Is there a treasurer's book or ledger?
		4.	Is every expense listed in the ledger?
		5.	Is every income transaction listed in the ledger?
		6.	Have funds raised been reported and deposited appropriately?
		7.	Were ledger entries entered in a timely manner with an explanation of the transaction?
		8.	Does the bank statement balance agree with the balance in the treasurer's book or ledger?
		9.	Have fund-raisers been reported to Leader's Council?
		10.	Have two members, the treasurer and one other, signed all checks authorized by the group? (One must be an adult)
		11.	Are those two people from different families?
		12.	Have all disbursements been made by check?
		13.	No checks have been made payable to cash?
		14.	All checks are pre-numbered and pre-printed?
		15.	All disbursements are properly documented. Supporting documents include evidence of purchase, receipt and approval.
		16.	All such support documents (i.e. paid invoices, receipts for expenditures, etc.) are cancelled in a manner that assures they cannot be reused.
		17.	Petty cash funds, when used, are properly documented by receipts of expenditures, carbon copies of receipted funds and signed withdrawals from authorized person(s). Maintaining a petty cash fund of over \$500.00 is not advisable.
		18.	Voided checks are organized and available for inspection.
		19.	Printed pre-numbered receipt forms are properly used for receipt of cash.
		20.	Restrictive endorsement (i.e. "for deposit only") is stamped on incoming checks as soon as received.
		21.	Duplicate copies are maintained of receipts of cash. When receipting funds for large-scale cash transactions (i.e., raffle ticket sales, booth sales, etc.) receipt total collected from event chair or individual members.
		22.	Cash overages or shortages are properly recorded on books.
		23.	Adequate physical facilities (including, but not limited to, a barrier between cash box and general public, walking with cash handlers to cars, etc.) are provided for safeguarding cash in possession of individuals authorized to handle cash.
		24.	Bank deposits are certified by means of a duplicate deposit slip or entry in the passbook.
		25.	Checks returned by the bank for insufficient funds are controlled and a follow-up maintained.
		26.	Monthly and/or quarterly and year end reports are provided to the group by the treasurer including: account balances; receipts; expenditures, and closing balances. A bank statement was available at all meetings?
		27.	Is there a budget outlining an annual spending plan, which has been reviewed and approved by the group?