



## Club Dissolution or Non Renewal Checklist

This tool is for 4-H Educators as they work with 4-H Clubs, Groups or Committees when they choose to dissolve or there is a non-renewal of the 4-H Charter. As a guiding principle, the dissolution or non-renewal of the charter of a 4-H Club or Group should only be considered when all other options have been explored and exhausted. Once it has been determined that a 4-H Charter needs to be revoked or not renewed, the following steps are to be taken.

Club Name or Group: \_\_\_\_\_

### What is the Basis for the Revocation or Nonrenewal of the 4-H Charter? (Check all that apply.)

- The 4-H Club or Group has voted to dissolve.
- The 4-H Club or Group has less than 5 members from 2 families.
- The 4-H Club or Group does not have adult leadership approved through the volunteer certification process.
- The 4-H Club or Group has not developed a calendar of planned educational activities which meets the purpose of the 4-H program.
- The 4-H Club or Group does not have youth involvement in the leadership and decision making process.
- The 4-H Club or Group is not open to youth in regards to race, religion, color, national origin, physical or mental disabilities, marital status, sexual orientation, age, veteran’s status, medical condition, or citizenship.
- The 4-H Club or Group has not submitted the documentation necessary for 4-H Charter renewal.

### Steps to be taken for Dissolution or Nonrenewal of a 4-H Club or Group: (Check when completed.)

- The 4-H Club or Group has closed all financial accounts and transferred any remaining funds to a recognized 4-H club/unit/group with the approval of the 4-H Educator.
- The 4-H Club or Group has submitted all current and past financial documents to the county UW Extension office for retention.
- The 4-H Club or Group has submitted all property (including flags, banners, etc.) to the local UW Extension office for storage or redistribution. Club scrapbooks and other information may have historical value. Local historical societies may welcome this information as it preserves community history.
- All members and volunteers of the 4-H Club or Group have been notified by the 4-H Educator regarding the dissolution or non-renewal status and presented options for continued participation in the 4-H program
- The 4-H Club or Group has been made inactive in 4-H online.
- The 4-H Club or Group’s EIN number has been deleted from the GEN list that is sent by the State 4-H Office in the spring. There is no need to inform the State 4-H Office of dissolution when it happens, documentation through the GEN list will remove the EIN.

Complete by: \_\_\_\_\_ Date: \_\_\_\_\_

This completed document should be kept in the 4-H Club or Group file.  
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