



Douglas County UW-Extension

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To: General Club Leaders, DC4-HHA President & Treasurer, Adult Leaders Association President & Treasurer

Re: 4-H Club Charter Renewal materials

Dear 4-H Leaders:

It's that time of year again! Your 4-H Club Charter Renewal materials are included with this letter. As most of you know, the chartering process helps your 4-H club or group maintain the requirements and expectations of Wisconsin 4-H. The 4-H Charter also formally recognizes a group's affiliation with 4-H and grants the group permission to use the 4-H Name and Emblem. It provides permission for the 4-H group to be a subsidiary of National 4-H Headquarters and eligible for federal income tax exemption status. All 4-H groups that use the 4-H Name and Emblem must be chartered.

There are two new developments in the Charter Renewal process. First, the state has created new forms to use that are more streamlined. **Your completed packets are due to me at the Extension Office by October 1, 2018.**

In addition to this packet, you were emailed a copy of this letter with printable forms attached. If you choose to fill the forms in electronically remember to print it out and add the required signatures. Then you may scan and email the forms to me. (Note: Please make sure the scanned forms are clear and easy to read.)

The last section of the packet is the Financial Report, which is used to summarize your group's income and expenses from **July 1, 2017 to June 30, 2018**. There is also a tip sheet explaining how to do a club (on green paper) in case they can be of help to you. **Please remember to attach a copy of your most recent bank statement to your charter renewal packet.** Also include your 4-H group's bylaws if they have changed in the past year. If you need assistance creating bylaws, I have a sample I can email you and you can work with your club to fill it in.

Please contact me if you have any questions or need further information. Thank you for your cooperation with this and I hope your 4-H year is off to a great start!

Open enrollment for 2018-2019 4Honline will be September 6th, 2018.