

## No Bank Account Letter

This letter may be used by a club/group leader whose club does NOT handle any funds and does NOT have a bank account (s), and therefore does not have a reason for uploading bank statement(s). This letter would be provided to the County Extension Office along with other documents to be uploaded into the 4-H Online management system. ***This letter requires county specialist/associate approval.***

\_\_\_\_\_ 4-H Club

\_\_\_\_\_ CO

August 15, 2024

To Whom It May Concern,

The \_\_\_\_\_ 4-H Club does not currently have any monetary funds or bank accounts. As the club leader, I understand that if at any time our club opens a bank account or accepts/disburses any funds it shall be through a bank account designated with the 4-H Club's name on it.

Upon opening any account, I will provide all pertinent banking information to the Extension Office. I understand that this information must be on file to maintain our club charter.

Sincerely,

\_\_\_\_\_ Leader

\_\_\_\_\_ 4-H Club

\_\_\_\_\_  
County Staff Signature

\_\_\_\_\_  
Date

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### Annual Review of 4-H Club or Group Fund

**Are signatures current and enrolled/approved 4-H volunteers or members? *Yes or No.* 2 signature ARE required by IRS.**

If **NO**, what is being done to correct this?

**Was there an annual proposed budget prepared? *Yes or No.***

If **NO**, what is being done to correct this?

**Was a financial report and bank statement submitted? *Yes or No.***

If no, why?

**Does this club/group have assets? Was the list provided? *Yes or No.***

If **NO**, what is being done to correct this?

**Are there current financial rules outlined in the Bylaws? *Yes or No.***

If **NO**, what is being done to correct this?

**Date:** \_\_\_\_\_

**Reviewer's Signature:** \_\_\_\_\_

*County Staff or Club/Group Organizational President*



### 4-H CLUB OR GROUP BUDGET

A budget for each 4-H club or group is **required** for chartering if the 4-H club or group accepts or disburses any money.

The budget can be as simple or complex as needed for 4-H club or group members to clearly understand how

4-H club or group funds are received and spent. All budgets should be approved annually by the 4-H club or group membership and a copy needs to be provided to the county Extension office.

**Start Date** July 2024 **to End Date** September 2025

**Total Opening Balance:** \_\_\_\_\_

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED

**Total Income** \$ \_\_\_\_\_

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED

**Total Expenses** \$ \_\_\_\_\_

**Closing Balance** \$ \_\_\_\_\_

**We certify that this proposed budget was approved by the club or group members on (date):** \_\_\_\_\_

President's or Treasurer Signature and Date: \_\_\_\_\_

Extension Staff's Signature and Date: \_\_\_\_\_



### 4-H Club/Group Annual Plan for 2024-2025

<b>Month</b> Date Time/Location	<b>Business Agenda</b> Events Activities Items for group decision	<b>Program Agenda</b> Educational program or activity Speakers Demonstrations	<b>Recreation Agenda</b> Singing Games Team Building Refreshments	<b>Community Service Project</b>	<b>Essential Elements</b> Belonging - B Independence - I Generosity - G Mastery - M	<b>Special Events</b> Club County Regional State
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						



**Organized 4-H Club or Group Annual Affirmative Action Report**

**Colorado 4-H** is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions. **Compliance Statement:** This club provides opportunities for all participants, and is open for membership to all youth 4-H ages 5-18 years based on December 31 current 4-H year.

This form, completed and returned to the local CSU Extension office is necessary to allow CSU Extension, under the law, to provide support to a 4-H club and to extend the organized club or group the right to use the 4-H name and emblem. Please indicate below what your club is doing or has done to encourage participation by all potential youth in your area. Examples: list any mass media used (newspaper, radio, TV) and/or list personal letters, circulars, or personal visits to potential minority recipients, inviting them to participate (include dates and places of meetings or planned activities.) Attach copies of correspondence, news releases, etc. to this form. Use form below to document **All Reasonable Effort**.

**Signed by County Staff or Organizational Leader:** \_\_\_\_\_

✓	Methods	Date	Number	Location	Ethnicity/Race	Comments
	Mass Media, including radio, newspaper, TV					
	Newsletters, posters, flyers, announcements					
	Personal letters inviting select people to participate in the program					
	Personal contacts (phone, in person) to inform them about 4-H and encourage their participation (potential members and adult volunteers)					
	Community and school groups contacted with information or through community service					
	Joint activities that resulted in integrated programs					
	Membership drive or promotional programs to reach minorities (e.g. festivals, fairs)					
	Volunteer recruitment and/or volunteer development training					
	Meeting places selected to encourage minority participation					
	Other					

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