



Colorado 4-H Club/Group Chartering Checklist

County _____ Club _____

	A/NA	Comments	Reviewer Initials
Const./ Bylaws			
Financial Statement			
Bank Statement			
No Bank Account Letter			
Annual Review			
Club Assets			
Budget			
Annual Plan			
Affirmative Action			

1. Please make sure the documents are not only complete but **accurate and correct**.
 - a. Bylaws must have the three required articles word for word in them. (I, IX, and X)
 - b. Financial Summary must be typed and please make sure all is correct. (Begin Balance = Ending Balance from previous 4-H years' files)
 - c. Ensure that all clubs have a minimum of **two approved and required signers**. (Did they provide EIN # and sign the financial document?)
 - d. If no bank account, did they provide a letter and did county staff sign?
 - e. Did they provide the annual review, did any question have a "no" answer, if so why? (Did they sign?)
 - f. Did they provide a list of assets?
 - g. Did they provide a logical proposed budget?
 - h. Did they provide a logical annual plan?
 - i. Did they provide the affirmation action document?
2. We are asking that each county create a list of those clubs with excess funds.
3. Did the Club Dissolve? Did they supply the following? For those clubs that are dissolving please remember to fill out the dissolution paperwork and ensure that you have all final bank information showing account closed.
4. The Affirmative Action Report is included in these documents and it is not required but we do recommend it be completed for every 4-H Club.
5. We will not charter any club until we have received all completed and accurate documents.