

# EXAMPLE LETTER

## No Bank Account

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 4HOnline management system. ***This letter requires county agent/associate approval.***

ANYWHERE 4-H Club  
123 MAIN STREET  
Anywhere, CO 12345

August 15, 2021

To Whom It May Concern,

The Anywhere 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 in order to maintain our club charter.

Sincerely,

Linda Leader

Anywhere 4-H Club

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Agent Signature

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Date

## Colorado 4-H Organization Financial Report

### Year Beginning July 1, 2020 - Year Ending June 30, 2021

**4-H Club Name:** \_\_\_\_\_  
**Employer Identification Number (EIN):** \_\_\_\_\_  
**Organizational Leader:** \_\_\_\_\_  
**Treasurer:** \_\_\_\_\_

List ALL financial accounts: checking, savings, money market, etc;

Include all account details:  
Financial Institution

Account Number                      Account Type  
(Savings/Checking)

<b>Starting Balance (ending balance from last year's report June 30, 2020)</b>	<b>Ending Balance as of June 30, 2021</b>
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	\$	-		\$	-
	\$	-		\$	-
<b>Totals</b>	<b>\$</b>	<b>-</b>		<b>\$</b>	<b>-</b>

Persons authorized to sign checks, deposit and withdraw funds. **Two signatures are required.**

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

#### Financial Summary

**Annual Income**

Activity/Event fees	\$	-
*Donations/Grants/Contributions	\$	-
**Fundraising	\$	-
4-H Membership Dues/Fees	\$	-
Awards/Scholarships	\$	-
Investment Income (Interest)	\$	-
Other (list below)		
\$	-	
\$	-	
\$	-	
Other Total:	\$	-

**Total Starting Balance**

\$ -

**Total Income** \$ -

**Annual Expenses**

Educational Activities/Events	\$	-
Supplies	\$	-
4-H Membership Dues/Fees	\$	-
Fundraising Expense	\$	-
Scholarships/Monetary Awards	\$	-
Recognition/Trophies/Non-monetary Awards	\$	-
Bank Fees	\$	-
Other (list below)		
\$	-	
\$	-	
\$	-	
Other Total:	\$	-

**Total Expenses** \$ -

**Total Ending Balance**

\$ -

\*Did you have one or more donation that grossed over \$5,000 (yes or no)? \_\_\_\_\_

\*\*Did you have one or more fundraiser that grossed over \$5,000 (yes or no)? \_\_\_\_\_

If you answered YES to either of the above questions, list the event/person and amount raised/given below:

Name of Event or Donor	Description of Event/Donor gift	Date(s)	Amount
			\$ -
			\$ -
			\$ -
			\$ -

We believe the above information to be an accurate and correct accounting of 4-H funds. We understand that Colorado State University has the legal authority, under federal and state law, to request and obtain information, freeze, and designate authorized signatures in regard to 4-H accounts in the event of suspicious activity.

\_\_\_\_\_  
**Authorized Signature (1)** **Date**

\_\_\_\_\_  
**Authorized Signature (2)** **Date**





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

Official 4-H Club or Group Name: \_\_\_\_\_

A. 4-H Club or Group Account Name (s): \_\_\_\_\_

Is this the proper account name?  Yes  No (Check One)

If NO, how should the account name be changed?: \_\_\_\_\_

B. Employer ID Number (EIN): \_\_\_\_\_

Is this a verified EIN?  Yes  No (Check One)

If NO, what is being done to acquire a verified Employer ID Number (EIN)?  
\_\_\_\_\_

C. Whose signatures are on the account (s)? \_\_\_\_\_

Are these approved and acceptable signatures?  Yes  No (Check One)

If NO, what is being done to correct this?  
\_\_\_\_\_

D. Is there an annual budget for this account number?  Yes  No (Check One)

If NO, what should be done to prepare a budget?  
\_\_\_\_\_

E. Is there a current financial statement for this account?  Yes  No (Check One)

F. Has an updated list of tangible property (Assets) owned by 4-H Club/Group been provided?  
 Yes  No (Check One)

G. Are there standing financial rules and policies for this 4-H Club/Group outlined in the Bylaws?  
 Yes  No (Check One)

If NO, what should be done to prepare financial rules and policies?  
\_\_\_\_\_

Today Date: \_\_\_\_\_

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

### 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 in order 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.

4-H Club OR Group Name: \_\_\_\_\_

Start Date \_\_\_\_\_ to End Date \_\_\_\_\_

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

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED	ACTUAL

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

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED	ACTUAL

Total Expenses      \$ \_\_\_\_\_      \$ \_\_\_\_\_  
 Closing Balance      \$ \_\_\_\_\_      \$ \_\_\_\_\_

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

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

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

Club or Group Leader's Signature and Date: \_\_\_\_\_



### 4-H Club Annual Plan for 2021-2022

4-H Club/Group Name: \_\_\_\_\_ County: \_\_\_\_\_

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



## 4-H Club/Group Annual Plan **Sample Document**

4-H club/group officers and adult advisors should meet at the beginning of the year and before each club/group meeting to plan activities and set the business meeting agenda, educational program, and recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation (15-20 minutes), business (20-30 minutes), and program (up to 30 minutes). Conclude the meeting with nutritious refreshments. The meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. See sample below and blank form for planning on back page.

Month (Date Time/Location)	Business Agenda Events; activities; Items for group decision	Program Agenda Educational program or activity; speakers; demonstrations	Recreation Agenda Singing; games; team building; refreshments	Community Service Project	Essential Elements Belonging - B Independence - I Generosity - G Mastery - M	Special Events Club, county, regional, state
<b>October</b>	Elect officers; plan committees; hand out enrollment forms; talk about upcoming year; announce Jr. Leader training	Plan yearly agenda; club expectations; give instructions on presentation	Sing songs; play team building game	Thanksgiving placemats and/or pumpkin carving	Host greeter-B Name Game-B & G Community Service-G	Pumpkin Carving, Lock-In reminder; member recognition reminder; National 4-H Week
<b>November</b>	Collect enrollment; plan fund-raising; set caroling date; announce WORLD retreat; teen retreat; holiday party gift reminder; state resumes due in February.	Explain record books/requirements/ project reports by members; member presentations; begin/discuss advancements	Thanksgiving games	Plan for Thanksgiving food basket drive	Host Greeter-B Project Reports-I & M Presentations-I & M Community Service-G	Lock-In Member recognition, leader recognition
<b>December</b>	Announce fair dates, WORLD Retreat/Teen Retreat reminder	Caroling; holiday party; project reports by members	Holiday games and food	Caroling	Host Greeter-B Games-B Community Service-G Project reports-I & M	Announce WORLD Summer Conference
<b>January</b>	Finish fund-raising project; collect any enrollment forms; WORLD Retreat reminder	Demonstration by members; committee reports; project reports by members	Action songs and games	Plan food drive in February; Valentines cards for nursing homes	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Super Saturday reminder; Jr. Leader Training; enrollment deadline; announce camp counselor training; weigh-in /pres.
<b>February</b>	Report on fund-raising project; finalize food drive efforts; report on Super Saturday; state resumes due, WORLD Retreat	Demonstrations by members; committee reports; project work; prep for presentations; project reports by members	Valentines games	Collect food	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Weigh-in, announce Spring Into Arts; announce upcoming shows
<b>March</b>	Report on WORLD retreat, reports on Community service; announce camp dates	Practice presentations; record book check; committee reports; project reports by members	Action songs and games	Help with Leaders Association fundraiser	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Record Book Workshop Camp Counselor Lock-In
<b>April</b>	Remind about Summer Conference; Remind about Summer Slumber	project reports by members; work on judging	Team building games	Clean up river walk or beach	Host Greeter-B Games-B Community Service-G Project reports-I & M	Weigh-In reminder
<b>May</b>	Summer Conference reminder; camp reminder; fair awards	Project record check; requirement check	Relay games	Nursing home visit	Host Greeter-B Games-B Community Service-G	Home Ec. Skills Contest
<b>June</b>	Upcoming summer activities; record book check and due date reminder	Project report by members; working on projects; fair paperwork	Club picnic; games	Collect food for food bank	Host Greeter-B Games-B Community Service-G Project reports-I & M	Fair paperwork deadlines
<b>July</b>	Fair; assign budget and Annual Plan committees	Finishing projects; buzzer game	Wheelbarrow races	Fair set up	Host Greeter-B Games-B Community Service-G	Announce record book competition
<b>August</b>	Plan National 4-H Week; vote on budget and annual plan; submit charter app & docs	Work on record books; get ready for State Fair	Water games		Host Greeter-B Games-B	Announce record book deadline
<b>September</b>	Hand out club certificates; year-end party; finish record	Fair suggestions; plan an National 4-H Week	Water melon spitting contest; picnic	Thanksgiving placemats	Host Greeter-B Games-B Community Service-G	Announce lock-In Announce National 4-H Week

**Possible Officers: President, Vice President, Secretary, Treasurer, Historian, News Reporter, Recreation Leader, Host Greeter**

**Safety Officer Possible Committees: Fundraising, Community Service, Record Book, Recreation**

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

All Organized 4-H Clubs must be open to youth participation regardless of race, color, gender, national origin, or disability in order to receive any benefit of the Colorado 4-H Program.

### Compliance Statement

The \_\_\_\_\_ provides opportunities for all participants, and is open for membership  
 (Name of Organized 4-H Club or Group.)  
 to all youth of eligible age, no younger than five (5) years old, nor older than 18 years, on December 31 of the current enrollment year, residing within its boundaries, regardless of race, color, gender, national origin, or disability.

Signed: \_\_\_\_\_ Address: \_\_\_\_\_  
 Organizational Leader

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. Thank you for positively addressing these affirmative action requirements.

Please make a statement indicating what your club has done to encourage participation by all potential youth in your area. Examples follow: 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. If needed, you may use the form below to document All Reasonable Effort.

### All Reasonable Effort Form

✓	Methods	Dates	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 (potential members and adult volunteers)					
	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, displays)					
	Volunteer recruitment and/or volunteer development training					
	Meeting places selected to encourage minority participation					
	Other					