



# DISSOLUTION OR NON-RENEWAL OF COLORADO 4-H CHARTERS

The purpose of this tool is to assist staff in supporting 4-H Clubs, Groups or Committees that may be dissolving or when there is a non-renewal of the 4-H Charter. 4-H Clubs or Groups/Committees may choose to dissolve. In other cases, if the components of the 4-H Charter are not met, dissolution or non-renewal may result. As a general 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 Charter needs to be revoked or not renewed, the following steps are to be taken.

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

- ☐ The 4-H Club or 4-H Group has voted to dissolve.
- ☐ The 4-H Club or 4-H Group has less than 5 members from 3 families.
- ☐ The 4-H Club or 4-H Group does not have approved, enrolled adult leadership.
- ☐ The 4-H Club or 4-H Group has not developed an educational plan which meets the purpose of the 4-H program.
- ☐ The 4-H Club or 4-H Group does not have youth involvement in the leadership and decision making process.
- ☐ The 4-H Club or 4-H Group does not meet on a regular basis.
- ☐ The 4-H Club or 4-H Group is not open to youth in regards to race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
- ☐ The 4-H Club or 4-H Group has not submitted the documentation necessary for Charter renewal.

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

- ☐ The 4-H Club or 4-H Group has closed all financial accounts and transferred any remaining funds to the County 4-H Program.
- ☐ The 4-H Club or 4-H Group has submitted all current and past financial documents to the 4-H office.
- ☐ The 4-H Club or 4-H Group has submitted all property (including flags, banners, etc.) to the 4-H 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 4-H Group have been notified by the 4-H office regarding the dissolution or non-renewal status and presented options for continued participation in the 4-H program.

Name of 4-H Club or Group:

Completed by:

Date: