

How to Start a NEW 4-H Club Montrose & Ouray Counties

Congratulations! You've asked about starting a NEW 4-H Club. Below please find the detailed process for beginning a new 4-H club and a list of duties that are involved. Please contact the CSU Extension Office once you have made the decision to begin forming a new Club.



Before you Begin!

The new Club formation process can only be started by an Approved 4-H Volunteer.

- a. If you are not an approved 4-H Volunteer, please begin this process on 4honline.com by adding an 'Adult' member to your family profile and then submitting all required information. After submission, the approval process may take up to 3 weeks.

Requirements of a Club Leader:

A Club Leader is referred to as an '*Organizational Leader*' (ORG). The ORG Leader is responsible for overall Club Leadership throughout the 4-H year. Job duties include:

- Working with the Extension Office to ensure that information is distributed to 4-H Members, Parents, and other Club Leaders.
- Maintaining responsibility for Club Forms, Charters, Bank Account/s, and any other sensitive Club documentation.
- Making sure Club members are meeting the requirements of the 4-H program (i.e. Record Books, Demonstrations, Community Service, Attendance Policies, Deadlines, etc....)
- Helping with overall Club Organization and Maintenance




Note: A further breakdown of ORG Leader duties can be found in the most updated version of the '*Tri-River-Area 4-H Manual & Policies*' handbook; available at TRA4h.org or from your Extension Office upon request.

Requirements for a New Club:

- Must apply for USDA Club Charter (Available at Extension Office)
- New Clubs require a minimum of five members from two non-related families.
- An adult leader shall guide the club during the year.
- 4-H Club shall annually hold officer elections.
 - Elected positions include: President, Vice-President, and Secretary. A Treasurer should be elected if the club will have monetary funds.
 - Other officers elected might include: Reporter, Historian, County Council Representative/s (1 for every 15 club members), and Fair Board Representative.
 - Leaders should help officers understand their duties.

- Club Secretary and Treasurer must complete separate club record books that will be turned into the Extension Agent at the end of the year for grading and awards.
 - These books are available at the Extension Office
- Club is required to have a Constitution and By-Laws. A copy of these documents need to be kept on file at the local Extension Office.
 - Suggestions for by-laws: number of meetings required to attend, must participate in demonstration and exhibit hall projects, completion of record books, participate in community service activity, how to disburse funds when club disbands.
 - Leaders can enforce bylaws.
 - It is suggested that you have each member and parent sign a form stating they have read the by-laws and will abide by them.
- A written program of activities for the year
- Hold enough meetings during the year to keep members informed and enthused.
- Each member shall participate in at least one project related demonstration sometime during each year.
- Each member shall participate in a club citizenship or community service program or activity during the year.
- Each club shall participate in Back to 4-H Night, the 4-H BBQ, and the Annual Achievement Program.

Step-By-Step Guide to 'How to begin the New Club Process':

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1. Before the Paperwork you should have:
 - a. Your Dedicated Members – A minimum of (5) 4-H members from at least (2) separate families
 - b. Club Officers Elected: Minimum of President, Vice-President, & Secretary. Treasurer should be elected when funds are to be managed!
 - c. A Club Name chosen by the Members
 - d. Other 4-H Leaders and/or Parents who are willing to help you with Club operations
 - e. Club Constitution and By-Laws
 - i. Please make sure that any CLUB SPECIFIC REQUIREMENTS are clearly written in your Club's By-Laws as many problems or disputes can be minimized with strong By-Laws in place.
 - ii. **We HIGHLY RECOMMEND having a Club Attendance Policy.**
 2. Club Charter Documents that the ORG Leader must put together:
 - a. USDA Charter Seal request (1 time)

2775 Highway 50
P.O. Box 20,000-5028
Grand Junction, CO 81502-5028
(970) 244-1834

1001 North 2nd
Friendship Hall
Montrose, CO 81401
(970) 249-3935

525 Dodge Street
Delta, CO 81416
(970) 874-2195

- i. Can only be filed at the Extension Office after the steps in part 1 are completed.
- b. Non-Profit EIN Club Number request from the IRS (1 time)
 - i. Can be filed at the Extension Office
- c. State Charter Documentation submission (Yearly)
 - i. Currently the State of Colorado requires Clubs to annually submit State Charting forms to the Colorado State Foundation in order to maintain our programs Non-Profit Status and our USDA Chartering Seal. Documents required include:
 1. Chartering Club Worksheet
 2. The most current Club Constitution and By-Laws
 3. Club Financial Account Worksheet & June 30th of current year Bank Statement (if applicable)
 - a. If Club has no bank account then ORG Leader must submit a letter of 'No Accounts Held'
 4. Club Annual Review
 5. Club Asset List
 6. Club Budget (if applicable)
 - a. Budget can be formed as either the prior 4-H year or the upcoming projected 4-H year
 7. Club Annual Plan of Activities for the upcoming year
 8. Club Affirmative Action Commitment



Note: Chartering is required with any new 4-H Club and is required annually. Our Chartering period is June of current year to September 1st of current year. Failure to re-charter annually will result in a 4-H Club/Group losing their State Chartered status and the Extension Office will begin the process of Club Dissolution immediately.

3. After the USDA Seal request, the EIN request, and Charter Application are submitted:
 - a. The Charter acceptance usually takes about a month to be approved at both the State and Federal level. Members will not be able to enroll in the new club prior to it being approved.
 - i. Because members cannot enroll before the approval is complete, we recommend that clubs not attempt to be formed from May-July due to County Fair interactions.
 - b. After a new Club's Charter is approved, 4honline.com will be updated with club information and 4-H members from that club will be able to select it when enrolling on 4honline.com.

Further Club ORG Leader information:

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Once your club is approved, congrats, you now have a new 4-H Club and can conduct business as usual. Being your own 4-H club allows your members access to:

- The Colorado State 4-H Foundation's Tax Exempt number for non-taxed purchases for the 4-H Club.
 - Cannot be used for items that are bought for re-sell (i.e. concession products)
- Can use the 4-H Emblem and 4-H related materials or personnel for Club promotions.
- Have your own unique 4-H Club identity in the county for Activities, Community Service projects, Fundraisers, Awards, and more.
- Raise funds for your Club, as long as the funds are then used for the club or another 4-H activity.



Additionally, as the Club's ORG Leader, you will have access to all your clubs attendance, contact info, project info, and many more reports via your 4-H Club Leader Login on 4honline.com.

And that's how a NEW 4-H Club is formed. Please note that before you begin any steps toward forming a New Club, you should talk with you 4-H Extension personnel to discuss any County Program specific requirements they might enforce. Your 4-H Extension Agent/s should be kept informed on your Club's progress. They are there to help you and welcome any questions that you or your members might have in regards to your 4-H experience.

Feel free to contact us at the number below specific to your county's 4-H Program.

Happy Trails!

volunteer
something for everyone

- *become* a leader, mentor or chaperone
- provide opportunities for *growth*
- *include* family, friends & neighbors
- facilitate hands on *learning*
- *flexible* time commitment
- create fun *summer learning*

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