

## 2017-18 WISCONSIN 4-H CHARTER RENEWAL

### Background

The 4-H Charter Application and Annual Renewal packet provides the documentation of **educational** activities of the 4-H Club or Group/Committee needed for **liability coverage** for 4-H volunteers and members, program impact evaluation and educational planning. The 4-H Charter Annual Renewal packets provide documentation of **compliance** by 4-H Clubs and Groups with EEO and ADA guidelines, **civil rights laws** and accountability of handling 4-H money appropriately including **IRS rules**.

The charter renewal forms are available here:

Our website, <http://vernon.uwex.edu>

<http://fyi.uwex.edu/wi4hvolunteers/files/2017/02/Charter-Annual-Renewal-Update-2.2017-Fillable-PDF.pdf>

**Page 1** --County Due date: the last **Friday - August 25, 2017** with bank statement dated **6-30-17**

--Bylaws only need to be attached if they have changed since your last submission

**Page 2** --4-H leaders must complete ALL aspects of volunteer orientation.

--Annual volunteer leader team training is attendance at one of two leader retreats held annually.

--Demonstrating the Essential Elements – Mastery, Generosity, Independence and Belonging—are now a part of the chartering process. #8. Independence –examples of youth opportunities created:

- designed fair booth
- wrote a nomination for Special Leader award
- planned a 4-H club trip or fundraiser
- mentored a new family
- organized a community service project
- assisted in teaching a skill
- gave a demonstration

--Signatures – Youth and adult signatures required.

### **Page 3 SMART Goals**

*Specific, Measurable, Achievable, Results-focused, Time bound*

*Focus on **life skills***

Example: “Our club will do more stuff.” This goal is quite general, lacks intentionality and timeline. Strengthen this goal by adding *what* educational programs the club is interested in, who will organize the program (*not another job for the general leaders!*) and the *timeframe* to accomplish this. Reworded, this SMART goal might look like this: Our 4-H club will have an educational program at each of our meetings. Two families will sign up for each month to organize the program. The schedule is made as part of the charter renewal process, at the August meeting. By working toward a SMART goal like this, many life skills are being developed in the process---critical thinking, generosity, independence, creativity, time management, etc.

--Calendars can be completed electronically, as you have in the past, if that is most convenient for you. No need to stress about this...remember, this is a *projection* of what your club is planning. You may find a fillable pdf calendar helpful, <http://fyi.uwex.edu/wi4hvolunteers/files/2015/06/4HClubCalendarPlanner2015.pdf>.

#### **Page 4 Financial Report**

--Our office will provide your EIN and Wisconsin sales tax exempt numbers.

--Complete instructions here, <http://fyi.uwex.edu/wi4hvolunteers/clubs-and-groups/charters/annual-financial-report/>

--Bank statement dated 6/30/2017 is required to be submitted with the charter.

--All boxes must be filled in – use zeros as needed.

#### **Page 5 Accounts Information**

-- Youth AND adult signatures are needed.

--Audits can be done within the 4-H club (however, no relatives of the club treasurer or adult overseeing the account). Our office can also perform this function as needed.

Please keep a **copy** of the charter renewal, just in case.

<https://fyi.uwex.edu/wi4hvolunteers/files/2015/06/How-to-Save-a-fillable-PDF-Form.pdf>

**Due Date:** August 25, 2017. Earlier submissions appreciated and accepted!

**Submission Options:** Surface mail, scan and e-mail ([cpulvermacher@vernoncounty.org](mailto:cpulvermacher@vernoncounty.org))

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