



Appendix E: Annual Charter Renewal Form

Introduction: Submission of this renewal form is required for all SD4-H Clubs or Affiliates who wish to renew their charter (i.e., exist) for the incoming 4-H year. The South Dakota 4-H year begins on October 1 and ends on September 30. This renewal form must be submitted to your local 4-H professional by December 31, signifying your organization's intent to continue operations. [This 3-month time period is provided as a convenience to allow for your 'just ending' 4-H year's fiscal/inventory audit(s) to be completed and ratified by the organization. Earlier is better.]

Legal Identification

Legal Name of Club/Affiliate: _____

Lead Volunteer's Name and Contact Phone: _____

Organizational Standards (check one for each item)

Yes	No	Standards
		1. For the 4-H year just ending, our organization completed regular meetings/activities as outlined in our constitution/bylaws. If no, describe why not and action plan to improve: _____
		2. For the 4-H year just ending, our organization met the minimums for volunteer and member participation as outlined in our constitution/bylaws. If no, describe why not and action plan to improve: _____
		3. For the 4-H year just ending, our organization had a treasury or owned equipment. (STOP: If you checked NO here, skip to signature approval. If you checked YES here, please continue.)
		4. For the 4-H year just ending, our organization had a clean fiscal audit. If no, please provide audit results to county 4-H professional for discussion and future improvement.
		5. For the 4-H year just ending, our organization ended the year with more than \$5,000 in our accounts. If yes, attach a budget which demonstrates plan for excess carryover funds (i.e., worthy future expenditures).
		6. For the 4-H year just ending, our organization owned more than \$500 in equipment. If yes, attach an up-to-date inventory audit.

Approval Signatures

Having reviewed the form, I hereby declare the organization listed above 'acceptable' as a duly chartered 4-H club/affiliate with appropriate rights/responsibilities subject to annual renewal.

Local 4-H Professional signature and date: _____

*State 4-H Program Director signature and date: _____

*This signature is only required if YES was checked in question 5 or 6. Otherwise, the local 4-H professional will review, sign, date, and upload this form directly to 4-HOnline.

Civil Rights Assurance Statement (fill-in all blanks)

It is the policy of the University and SDSU Extension not to discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under the law against discrimination.

This document must be signed by any entity that partners with SDSU Extension to provide services and/or benefits, including, but not limited to, trainings, workshops, seminars and grant projects. By signing this agreement, the entity agrees that it and its staff/volunteers will abide by all federal laws prohibiting discrimination on the bases of race, color, national origin, age, disability, and sex, as provided for by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. By signing this document, the undersigned understand and agree to comply with all policies of SDSU Extension and the United States Department of Agriculture regarding the aforementioned laws and their implementing regulations.

SDSU Extension cannot provide any service to any club, organization, business or entity that knowingly practices discrimination.

This Assurance Statement declares that:

(Name of Club/Affiliate seeking charter renewal)

(Volunteer Leader Mailing Address)

(Signature of Club/Affiliate President)

(Date)

does not discriminate in membership, participation or services; and, that the organization is open to all persons, regardless of any protected class described above.

SDSU Extension is an equal opportunity provider and employer in accordance with the nondiscrimination policies of South Dakota State University, the South Dakota Board of Regents and the United States Department of Agriculture.

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