



Appendix F: Charter Revocation Form

Introduction: Submission of this revocation form is required for all SD4-H Clubs or Affiliates who wish to permanently revoke their charter of origin. When possible, please try to terminate your charter on or near the end of a 4-H year (i.e., mid-September) so as to limit potential disruption for continuing 4-H members. **Hint:** Don't forget to terminate your organization's relationship with the IRS by their May 15th non-profit filing deadline—simply disappearing is not recommended.

Legal Identification

Legal Name of Club/Affiliate: _____

Lead Volunteer's Name and Contact Phone: _____

Date your club/affiliate wishes to terminate: _____

Primary reason for terminating the club/affiliate: _____

Organizational Standards (check one for each item)

Yes	No	Standards
		1. In terminating our organization, we have properly disbursed of all equipment and/or funds. As of today, there are no outstanding liabilities or remaining funds/equipment. If no, describe your situation and how we can help you conclude successfully: _____
		2. In terminating our organization, we have assisted members/volunteers who wish to continue in 4-H find a new club/affiliate or we do not have any members/volunteers who will be continuing in 4-H. If no, describe your situation and how we can help your people migrate successfully: _____

Approval Signatures

With these signatures, the above-named 4-H club/affiliate formally revokes its charter of origin and agrees to no longer use the 4-H name or emblem as historically authorized by federal law and SD4-H policy.

*Final club/affiliate leader signature and date: _____

Local 4-H Professional signature and date: _____

State 4-H Program Director signature and date: _____

*For most organizations, attach a copy of your final club/affiliate minutes which indicate proper termination occurred.