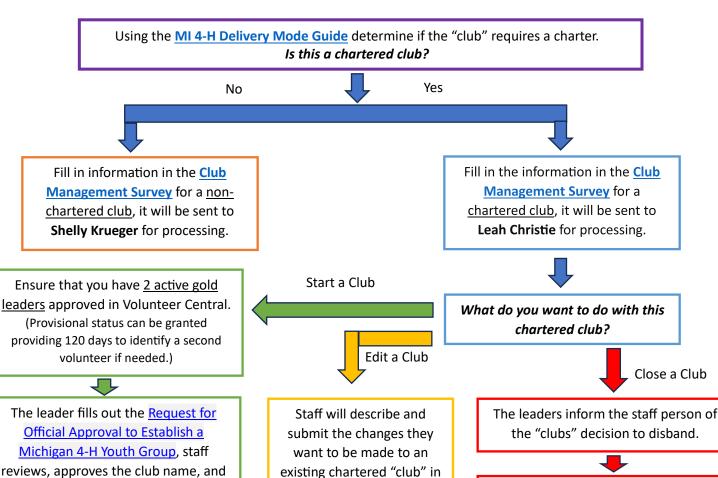
Club Management Flow Chart for MI 4-H Chartered Clubs



The leader, using the Online SS4 instructions, applies for an EIN with the IRS using the online SS4 form. EIN letter is provided to staff.

signs.

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The leader signs the appropriate constitution either Club Constitution, or Affiliate Constitution (for councils, boards, or committees), and the staff reviews and approves the document.



The leader will sign a Civil Rights Compliance Statement for the club. (After year one they will be collected annually with year-end paperwork.)



The leader completes a Request for Charter, the staff person reviews and approves.



Staff will scan and submit each of the completed documents above in the **Club Management Survey.**



Leah will review documents, create a charter, and email it to the staff person. She will create a chartered "club" in 4-H Online and upload the charter into charter document files. The entity will also be added to the County Spreadsheet.

4-H Online.



Leah will make the requested changes.

The staff ensures that decisions about the future involvement of members has been discussed with all.



The leaders account for the "club" treasury, assets, and property (turn in within 10 business days of the group's final operation). A final AFSR is submitted (even if the "club" does not have a treasury).



The staff person will work with the leaders to complete the 4-H Group Disbanding Checklist, once reviewed and approved a final report can be done with the IRS to "terminate" the



Staff will scan and submit the completed final AFSR and 4-H Group Disbanding Checklist and upload each to the **Club Management Survey**. Both documents must be signed by staff before submission.



Leah will move the "club" to archived in 4-H Online. If there were any youth or volunteers enrolled during the program year, the "club" may be listed as "inactive" or "closed" status but will still appear in 4-H Online until rollover. The entity will be removed from the County Spreadsheet after a final filing is done with the IRS (this may take some time).

Club Management Flow Chart for MI 4-H Non-Chartered Clubs

