

## 4-H Group Disbanding Checklist

Please initial the following lines as appropriate.

### The Decision to Disband

- The group's membership (volunteers, members, parents) has held a meeting(s) to explore options for continuing the group with changes. For example, could the group continue:
- Under different leadership?
  - By dividing into smaller groups, if it has gotten too large to function effectively?
  - By changing the group's focus to better meet the current membership's needs?
- The group's membership reached agreement that discontinuation is the best alternative. The group decided to disband because \_\_\_\_\_.

### Decisions About Future Involvement of Members

- All volunteers and members will indicate moves to new groups through the reenrollment paperwork submitted to the office.
- All volunteers and members will contact the office directly and disperse to different groups.
- Certain volunteers or members need assistance finding a new 4-H group. We have requested the office contact the following families \_\_\_\_\_.
- All volunteers and members will no longer be enrolled in 4-H in this county.

### Decisions About Group Treasury, Assets and Property

Any 4-H group that disbands must turn over any funds to this county's Extension office within 10 business days of the group's final date of operation. All property belonging to the group must be distributed in the same manner. At the time the group dissolves, its members may request that resources be used for a specific 4-H program within another group, the county or the state. The county 4-H program coordinator will consider the request, and if the request is deemed appropriate, the 4-H program coordinator will act upon it. If a group divides itself, creating more than one recognized and properly registered group, the 4-H program coordinator will disperse the funds from the original group, based on membership, in each group.

### Treasury

- This group never maintained a treasury. An Annual Financial Summary Report is attached.
- The group has submitted its final Annual Financial Summary Report and all group financial records to the MSU Extension office. (This includes treasurer's records, minutes, checkbook, etc.) **A final Annual Financial Summary Report is required even if the group does not have a treasury.**
- All checking or savings accounts are closed and any remaining money is attached to this form.
- \_\_\_\_ Amount      \_\_\_\_ Check/Cash
- Suggestions for disbursement: \_\_\_\_\_

**Inventory**

- \_\_\_\_ This group has no inventory as indicated in the Inventory of Group Property (Part 5 of the Annual Financial Summary Report).
- \_\_\_\_ The group has submitted a final inventory of noncash assets and inventory to the MSU Extension office. (See Part 5 of the Annual Financial Summary Report.)
- \_\_\_\_ The group's noncash assets have been delivered to the MSU Extension office. The group recommends dispersal in the following ways: \_\_\_\_\_.

**Submitted by:**

Group President or Club Administrative Leader Signature

(Date)

Thank you for your time and energy devoted to this county's 4-H program. We truly appreciate the dedication you have shown to the growth and development of our youth.

**Reviewed by:**

4-H Program Coordinator Signature

(Date)

The \_\_\_\_\_ has disbanded and is no longer considered a  
 (4-H Group Name)  
 sanctioned 4-H group in \_\_\_\_\_ County 4-H effective \_\_\_\_\_.  
 (Date)