

# Disbandment Process/Checklist for Texas 4-H Clubs/Groups

This worksheet is to be used by the County Extension Office/Agent when a 4-H Club/Group wishes to disband or a 4-H club is having a/their charter revoked.

Name of Club: \_\_\_\_\_

Name of Current Club Manager: \_\_\_\_\_

Date of Disbandment: \_\_\_\_\_

EIN of Club: \_\_\_\_\_

Reason for Disbandment: \_\_\_\_\_

## Steps for Disbandment:

1. If disbandment of club/group is voluntary, club manager needs to provide official letter or email requesting the disbandment of club. If disbandment is due to revocation of charter, the County Extension Agent will provide summary letter explaining reason for the disbandment.
2. Once letter/documentation is received, the County Extension Agent will provide notification to club manager in writing requesting the following be provided to the County Extension Office within ten (10) working days:
  - a. Copy of last three bank statements.
  - b. Letter from financial institution(s) verifying the closure of all accounts.
  - c. Cashier's check of all residual funds made payable to the 4-H Club/Group indicated in bylaws.
  - d. List of all club/group assets and the location of each asset. Based on the list of assets, the County Extension Agent should develop a plan to transfer all assets to the club/group indicated in the bylaws. Transfer should include the verification by the County Extension Agent or receiving club/group of the existence of all assets.
  - e. Transfer of all club information including minutes, historical files, and/or any other documentation of the club/group.
3. Club/Group will be required to file a IRS 990 in the Fall of the current year in order to adhere to IRS guidelines. Upon filing of the IRS 990 and providing confirmation of such filing, the club/group will official be disbanded. When submitting make sure person completing form indicates that the filing is the last filing for the club.
4. County Extension Office is required to maintain all records for the 4-H club/group in central files for at least three (3) years.
5. Upon closure of club provide a copy of this form to the Texas 4-H Office, via email or fax, in order for club to be removed from Texas 4-H Inc.