



<p>The form is to be used by the County Extension Office when a 4-H Club/Group charter is revoked or requests to disband.</p>
<p>Club Name:</p>
<p>County:</p>
<p>EIN:</p>
<p>Name of Current Club Manager:</p>
<p>Date of Disbandment:</p>
<p>Reason for Disbandment:</p>
<p><b>Disbandment Procedures:</b></p> <ol style="list-style-type: none"> <li>1. If disbandment of club/group is voluntary, club manager needs to provide official letter or email requesting the disbandment. If disbandment is due to revocation of charter, the County Extension Agent will provide a summary explanation letter.</li> <li>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:             <ol style="list-style-type: none"> <li>a. Copy of last three bank statements.</li> <li>b. Letter from financial institution(s) verifying the closure of all accounts.</li> <li>c. Cashier's check of all residual funds made payable to the 4-H Club/Group indicated in bylaws.</li> <li>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.</li> <li>e. Transfer of all club information including minutes, historical files, and/or any other documentation of the club/group.</li> </ol> </li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>