Annual Authorization for Wisconsin 4-H Clubs and Groups

Due Date: September 1st

Last Updated 5/19/2026

The Annual Authorization grants 4-H Clubs and Groups official charter status, allowing them to use the 4-H Name and Emblem. The information submitted in this document will be reviewed by the 4-H Program Educator and shared with the Wisconsin 4-H Program State Office.

Part 1: 4-H Club or Group Meeting Information

County/Tribal Nation Name:

Official 4-H Club or Group Name:

Employer Identification Number (EIN) (if the 4-H Club or Group has an EIN) _____

Name of Primary 4-H Club/Group Contact: _____

E-mail: _____

Primary Phone: _____

Is this an existing or new 4-H Club or Group?

- ❏ Existing 4-H Club or Group applying for renewal.
- ❏ New 4-H Club or Group applying for initial charter.

4-H Club or Group Type

- ❏ 4-H Community Club
- ❏ 4-H Afterschool Club
- ❏ 4-H Classroom Club
- ❏ 4-H Military Club
- ❏ 4-H County-wide Project Group/Committee
- ❏ 4-H Leader Organization (Association, Council, Federation, Etc.)

Location (Name and Address) where 4-H Club or Group Meeting will normally be held:

Is the meeting location wheelchair accessible? ❏ Yes ❏ No

Typical 4-H Club or Group meeting day, time, and frequency (ex. Second Tuesday of every month at 6:30 PM):

Does the Club or Group have social media accounts? ❏ Yes❏ No

If yes, please list platform(s) and page/group/account name(s):

Are these accounts: ❏ Public-facing ❏ Private group

High Risk 4-H Projects and Activities

A high-risk 4-H project or activity is one that involves known physical risks. Check all the boxes of the high-risk activities your 4-H Club or Group *may* participate in for the 4-H program year. These activities all have specific policies and REQUIRE approval from the 4-H Program Educator before participation. If you indicate your group is planning a high-risk project or activity, the local 4-H Program Educator will review and let you know if it is approved through the Annual Authorization process. If your projects or activities change, please update your 4-H Program Educator for approval.

- ☐ Animal Science Projects and Activities
- ☐ ATVs and UTVs
- ☐ Bicycle Project or Bicycle Activity
- ☐ Bounce Houses and Moonwalks
- ☐ Challenge Courses and Zip Lines
- ☐ Dog Project
- ☐ Fishing and Ice Fishing
- ☐ Food Stands
- ☐ Go-Karts
- ☐ Hayrides
- ☐ Horse Project, Activities and Events
- ☐ Horseless Horse
- ☐ Lock-Ins
- ☐ Model Rocketry
- ☐ Overnight Programs and Activities
- ☐ Paddle Sports (Canoes, Kayaks, Paddle Boards, etc.)
- ☐ Parades
- ☐ Roadside Clean-up
- ☐ Roller Blading or Roller Skating
- ☐ Shooting Sports Projects and Activities
- ☐ Skiing (Downhill) and Snowboarding
- ☐ Sledding, Tubing, and Tobogganing
- ☐ Swimming
- ☐ Tractors
- ☐ Woodworking
- ☐ Other High-Risk Activity not listed: _____

*Please note that Paintball, Laser Tag, and Trampolines are not approved 4-H activities.

Community Service Efforts

Did your club or group complete any community service projects this past 4-H program year? ❑ Yes ❑ No

If yes optional questions:

- Number of community service projects completed:
- Approximate number of hours:
- Please list the community service projects completed:

Does or will this 4-H Club or Group have a checking and/or savings account(s)?

❑ Yes (If Yes, complete the Part 2: Financial Summary Section)

❑ No (If No, skip Part 2: Financial Summary Section and complete Part 3: Primary 4-H Club/Group Contact Signature Section)

Part 2: Financial Summary

To be authorized to have a checking and/or savings account, 4-H Clubs and Groups must annually complete and submit the following documents:

1. Wisconsin 4-H Clubs & Groups Annual Authorization (this document)
2. Copy of the bank statement(s) ending in June or July for ALL accounts. The bank statement is collected to ensure funds are deposited appropriately.
3. Current inventory of land, buildings, property or project equipment with individual values of $2,000 or more

Federal regulations require that any funds raised in the name of 4-H be publicly accountable and used solely for 4-H educational purposes. Additionally, all 4-H Clubs and Groups that handle funds must submit an annual summary of their financial holdings to maintain their federal income tax–exempt status under the University's special Group Exemption Number for 4-H Clubs and Groups.

Complete the following information based on your checking or savings account register from the previous 4-H fiscal year, July 1 through June 30. *Please note for this report to balance (D) should be equal to the total funds listed under (A) Beginning Balance* ***plus*** *(B) Total Income* ***minus (C) Total Expenses*** *A+B-C=D*

	Beginning Balance (July 1)	**Ending Balance (June 30)**
Checking Account	$	$
Savings Account (combine all savings, money market, CD's, etc.)	$	$
Total Funds	**(A) $**	**(D) $**

4-H Clubs and Groups must use the categories as listed below as identified. Suggested additional categories for Expenses include: Dues Paid to County, Educational Supplies, Community Service Expenses, Recreation, etc.

Income (Funds Received) **categories below required for IRS documentation*		**Expenses (Funds Disbursed)** **use categories as helpful to your club/group*	
Fundraising (do not subtract expenses)	$		$
Member Dues	$		$
Donations[1]	$		$
Investment Income[2]	$		$
Participation Fees[3]	$		$
Other/ Pass Through Funds[4]	$	Other/ Pass Through Funds	$
Total Income	**(B) $**	**Total Expenses**	**(C) $**

[1] Occasionally, the 4-H Program Educator may need to access a record of individual donations during the last fiscal year. In that instance, the 4-H Program Educator will contact the 4-H Club or Group leader.

[2] Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

[3] Income from fees charged directly to participants for the ability to participate in programs, activities, or other services such as club/group project meetings, field trips, t-shirts, etc. Participation fees do not include membership dues.

[4] Other/Pass Through Funds include fees collected for educational programs carried out by other groups. This money is collected from the member/family and then paid directly to the other group/organization.

Financial Questions

The following questions are required by the IRS to retain your club/group's tax-exempt status.

Did the 4-H Club or Group receive more than 1/3 of its income from investments? ☐ Yes ☐ No

Did the 4-H Club or Group receive at least 1/3 of its income from some combination of donations, membership dues, and fundraisers? ☐ Yes ☐ No

Does the 4-H Club or Group own land, buildings, other property or equipment with individual values of over $2,000? ☐ Yes ☐ No *If yes, submit an inventory indicating value and where stored.*

Bank Account Authorization: It is required that **ALL** accounts have at least two unrelated people authorized on all bank accounts. Please print the names of people authorized on any club/group accounts.

Name: _____ Name: _____

Financial Audit

☐ By checking this box I acknowledge that an audit has been completed and any issues identified from the audit have been resolved.

Part 3: Primary 4-H Club/Group Contact Signature

I confirm that the information provided in the Annual Authorization Report is complete and accurate.

Name: Signature: Date:

Part 4: 4-H Program Educator Review

I have reviewed the information contained in this document and determined the following status for this 4-H Club/Group:

☐ The 4-H Club/Group is reauthorized for one year.
☐ The 4-H Club/Group is placed on probation for one year. Why? _____
☐ The NEW 4-H Club/Group is officially chartered and authorized for the remainder of the program year.
☐ The 4-H Club/Group is dissolved effective October 1.

Name: Signature: Date:

Notes:

The University of Wisconsin–Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law. This information is available in alternative formats and/or languages upon request. Contact us at pydadminteam@extension.wisc.edu.