

Checklist for Disbanding a 4-H Club

When a 4-H club makes the decision to disband, for whatever reason, there are some procedures to be followed and tasks completed. As the accompanying checklist shows, the process actually begins before the club's membership decides to dissolve.

Deciding What to Do

Has the club's membership (volunteers, members and parents) held a meeting(s) to explore options to continue, with changes? Examples of changes might include:

- Bringing on a new club leader
- Dividing into two or more smaller clubs
- Enrolling as individual independent members
- Changing the club's focus to better meet the current membership's needs

Has the group's membership reached agreement that to disband is the best alternative?

Note: Feel free to contact local Extension 4-H staff to discuss available options.

If the Decision Is Made to Disband, Contact County 4-H Staff for Assistance

Has the club's leader submitted the Intent to Disband [form](#) to the county Extension office?

Has the disbanding club discussed how it would like its financial and noncash assets used within the county 4-H program? See section A.1.8, Low-Risk Management Practices, in the [UMaine Extension 4-H Policy Manual](#) for further details of financial management and allocation of remaining funds.

Have all club members received confirmation of decisions about distribution of cash and noncash assets?

For Staff:

Has the Intent to Disband [form](#) been received and filed with the county office?

Have the club's current members been sent a letter formally notifying them of the decision? This letter should include information about options for joining other clubs.

Closing Out the Club

Have the members and volunteers of the disbanding club been given an opportunity to enroll in other clubs?

Has a [final financial report](#), and all club financial records, (i.e., treasurer's records, club minutes, bank statements, checkbook, etc.) been compiled and submitted to the county Extension office?

Has the club's bank account(s) been closed and its financial assets turned in to the county Extension office? This accounting must be made **within 60 days** of the club closing.

Has a [final inventory](#) of noncash club assets (any items purchased with club funds) been compiled and submitted, and the items delivered, to the county Extension office?

Has the final e-postcard been filed for the club? To do so, simply complete the e-postcard and check the box that indicates the club dissolved or is inactive.

For Staff:

Has the State 4-H Office been notified so the club's dissolution can be reported to the IRS?

Has the documentation of decisions about financial and noncash asset disbursement been noted in the club's file?

Has the club's data been moved to the inactive list in Access 4-H?