



# Alaska 4-H Club Disbandment Fact Sheet

There are many reasons that could lead to a 4-H Club needing to disband. Use the following checklist below to officially disband your club if the need arises. Any club that has been inactive for two years should be officially disbanded.

- ✓ Notify the UAF Cooperative Extension Service 4-H District Staff in writing that you plan to disband your club, including the minutes from the last club meeting indicating the vote taken and recorded for disbandment
- ✓ Notify all parents and actively enrolled members that the club is disbanding
- ✓ Follow all asset disbursement protocols (see below)\*
- ✓ Be prepared to show information on all bank transactions for the prior 3 years if requested, as well as notice of 4-H club bank closure, if you do not have a bank account be prepared to turn over treasurers books if funds have been collected
- ✓ Turn all club-owned equipment over to the UAF CES 4-H District Office in your enrolled district
- ✓ Refer all members who want to continue in 4-H to their Alaska 4-H Educator for ideas on continuation

## **\*Distribution of Assets upon Club Dissolution:**

If leaders are unsure of how to do this, they should check with their district 4-H Staff before fund distribution. Remaining funds must not be distributed among the youth participants, volunteers, or families in the 4-H club or group at the time of disbanding.

4-H Clubs must have a written plan in place to distribute any assets upon dissolution of the club. Alaska 4-H policy states:

*“When a club disbands, the monies in the club treasury, and any equipment, shall be returned to the district 4-H program, given to another Alaska 4-H club, or placed in the Alaska 4-H Youth Development Programs, Inc. non-profit account.” (page 9, Alaska 4-H policies and guidelines).*

*“All property purchased with 4-H funds, funds raised in the name of 4-H, or donated to a 4-H club or organizations belongs to the organization, not to any one individual.” (page 10, AK 4-H policies and guidelines)*

It is important to understand once club disbandment is official, the official 4-H club name is not the property of any past Alaska 4-H Volunteer, club member, or parent. It will be at the UAF 4-H District Staff members’ discretion to reuse that club name in the future. No 4-H club names can be retired, willed, or handed over to another entity once a club has been officially disbanded.