

Unit Closure Certification

INSTRUCTIONS: Club Leader or 4-H Educator should complete Section 1 when the decision is made to close the 4-H club. Section 2 should be completed by 4-H Educator as club assets and records are properly disposed. When all required actions are completed, Club Leader and 4-H Educator complete the certification in Section 3. Signatures are required. Leader(s) should be given a copy of the completed and signed form.

SECTION 1 – Closure Notification

	Name of 4-H Unit:	
Coun	nty/City 4-H Program:	
	Unit Leader(s):	
Rea	ason for Unit Closure:	
SEC	TION 2 – Disposal of 4-H Unit Assets & Records	
✓	ACTION	DATE
	4-H Unit Financial Assets	

Final Annual Financial Summary* completed. (July 1-closure date) Bank account closure verified. Funds received: Amount \$ Check # Final IRS 990 filing will be made by: Other: **4-H Unit Property** Final Property Inventory* completed. All property disposed. Property borrowed from 4-H program returned. Other: 4-H Unit Records Secretary's Book & records. Treasurer's Book & records. Leaders' records. Historical records (scrapbook, etc) Other:

*Final Annual Financial Summary & Property Inventory must be uploaded to 4-H Online before club is closed.





UNIT CONTACT

Person to be contacted if questions related to the 4-H unit or unresolved issues arise.

Contact's Name: _		
Contact's Email Address: _		
Contact's Phone Number: _		
SECTION 3 – Certific	ation of 4-H Unit Closure	
·	d ability, I certify that all required actions have be aryland 4-H program policy, procedures, rules, and	
Leader's Name	Leader's Signature	Date
Leader's Name	Leader's Signature	Date
Remaining administrative steps	he assets, property, and records of this 4-H Units to properly close this 4-H Unit and termina faryland 4-H policy and procedure.	
4-H Educator's Name	4-H Educator's Signature	Date