

Muskingum County 4-H Club Disbanding Checklist

Club Information

Club Name: _____

Volunteers: _____

Reason for club disbanding: _____

Final club documents to be submitted

*(The following documents should be submitted by **January 31** of the first year your club is disbanded, but no later than March 15th.)*

_____ Last Treasurer's Report indicating where funds will be distributed.

_____ Final Bank Statement (showing the account has a zero balance and is closed)

For Office Use Only

_____ All final documents have been submitted. *Date:* _____

_____ Notification has been sent to club member parents explaining the club disbanding process and providing families with option to contact the Extension Office if they are in need of assistance finding another club in their area.

_____ Club listed as disbanded in County EIN records.

_____ Notify State Office.

_____ Indicate club has disbanded when filing 990 e-Postcard for the previous year.