



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: _____

County/City 4-H Program: _____

Unit Leader(s): _____

Reason for Unit Closure: _____

SECTION 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.**

