



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 one year should be officially disbanded.

- Notify the UConn 4-H County Educator in writing that you plan to disband your club
- 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 account 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 UConn 4-H Office in your enrolled county
- Refer all members who want to continue in 4-H to the UConn County 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 the local educator 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.

For Clubs under the CT 4-H Foundation: 4-H Clubs must have a written plan in place to distribute any assets upon dissolution of the club. The Articles of Incorporation of the CT 4-H Foundation, Inc. state that, “upon liquidation, dissolution or winding up of the Corporation in any manner for any reason whatsoever, the assets of the Corporation then remaining after payment of all liabilities shall be distributed, transferred, conveyed, delivered and paid over to any other charitable nonprofit organizations exempt under Section 501(c)(3) of the IRC of this or any other state that has a purpose consistent with the purpose set forth herein.” Club assets should therefore be distributed to a 4-H charitable nonprofit 501(c)(3) organization such as a 4-H Fair Association, 4-H Camp Foundation or other 4-H nonprofit, 501(c)(3) entity.

For Clubs not under the CT 4-H Foundation:

Any funds remaining in the treasury of a disbanded club or group after the payment of all bills is to be paid to the UConn 4-H Centennial Fund, UConn Foundation or other Statewide UConn 4-H Program, the local 4-H Foundation or 4-H Advisory Committee.

It is important to understand once club disbandment is official, the official 4-H club name is not the property of any past UConn 4-H Volunteer, club member or parent. It will be at the UConn 4-H County 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.