

Memorandum of Understanding

4-H Club 501(c)3

This Memorandum of Understanding is entered into as of the beginning date set forth below by and between the University of Kentucky, College of Agriculture, Food, and Environment, Cooperative Extension (hereafter referred to as “Extension”) and _____ (name of club), an entity exempt from Federal Income Tax under section 501(c)3 of the Internal Revenue Service tax code (hereafter referred to as the “Entity”).

The mission of Extension is to make a difference in the lives of Kentucky citizens through research-based education. Extension takes the university to the people in their local communities, addressing issues of importance to all Kentuckians. Extension is the most comprehensive outreach and engagement program at the University of Kentucky.

This Memorandum of Understanding establishes the guidelines for collaboration between Extension and the Entity.

Agreement:

Extension and the Entity hereby mutually agree to work toward the following goals:

1. Develop and promote educational opportunities that support the educational mission of the Kentucky 4-H Youth Development Program in the county.
2. Support youth and volunteers as partners in planning, implementing, and evaluating 4-H programs within the county.
3. Provide opportunities to recognize youth for their achievement.
4. Provide leadership to and support of policies and guidelines of the county and state 4-H program.
5. Align goals, programs, and resources with the 4-H program’s priorities and initiatives.

Extension, through the _____ County 4-H Program agrees to:

1. Authorize the club to use the 4-H name and emblem in accordance to federal regulations and guidelines. <https://nifa.usda.gov/4-h-name-and-emblem>
2. Provide regular communications with volunteers through conversations, correspondence, newsletters, and training.
3. Seek input from the club members and volunteers in planning 4-H activities and foster relationships and communications among 4-H members and volunteers.
4. Provide training and support to the club volunteers regarding program and fiscal accountability.
5. Provide programmatic and financial oversight through the appropriate Extension agent.
6. Maintain an electronic or paper file in the County Extension Office which contains the Entity’s letter of determination by the IRS, this MOU, and annual financial reports (budget, financial report, and audit). An electronic copy of the IRS’s letter of determination and this MOU will be maintained in the office of the University of Kentucky Director of Extension.

7. Provide liability coverage when activities are conducted within the knowledge of the appropriate Extension agent.

The Entity agrees to:

1. Develop positive relationships and communications between the Extension agent(s) and 4-H volunteers.
2. Provide an opportunity for the Extension agent, as the representative of Extension, to serve as an advisor, attend meetings as needed, communicate program requirements specified by Extension, and develop/implement plans with the volunteers and club members for an educational program that meets local needs.
3. Inform appropriate Extension agent of activities being conducted to ensure liability coverage.
4. Discuss planned activities with the appropriate agent to determine needs for excess medical insurance coverage for club's events/activities.
5. Expend all funds raised in the name of 4-H in support of the mission of 4-H. Funds raised in the name of 4-H belong to 4-H and not an individual or group of individuals.
6. Adhere to University of Kentucky money handling and financial procedures as specified in "Financial Guidelines for County CES Volunteer Groups" which are not limited to, but include:
 - a. Secure an employer identification number and maintain a bank account.
 - b. Maintain electronic recordkeeping, using standardized categories, except for groups handling less than \$250.
 - c. Prepare a budget which shows how funds will be spent throughout the year.
 - d. Prior to the start of a fundraiser, develop a written fundraising plan which outlines the purpose for which funds are needed, how funds will be raised and lists the donors to be targeted. Submit the plan to the appropriate 4-H agent and County 4-H Council. The agent and council must be in agreement that the fundraiser is appropriate and funds are needed to support the purpose for which money will be raised.
 - e. Conduct an annual audit.
 - f. Submit the appropriate IRS 990-Series Form to the IRS prior to the deadline. Send a copy of the 990-Series Form to the County 4-H Council and County Extension Office.
 - g. Provide letters to donors acknowledging contributions and/or provide documentation affirming tax exempt status as requested.
 - h. Should this Entity become inactive or cease to exist, turn over assets such as cash and tangible property to the appropriate Extension agent who has the obligation and authority to ensure appropriate disposition according to Extension guidelines.
 - i. Provide on-going and annual reports to the program's Extension agent and the County 4-H Council about its program efforts and finances.
 - j. Submit copies of the IRS letter of determination to the County 4-H Council and the County Extension Office for the files.
 - k. Submit copies of the IRS determination letter with the signed Memorandum of Understanding to the University of Kentucky Director of Extension, appropriate assistant director, area extension director, and the County Extension Office.

7. The Entity will be responsible for filing reporting, and adhering to all IRS regulations.
 - a. Provide on-going and annual reports about its program efforts and finances to the county council(s) which has oversight responsibilities for this Entity. Give an additional copy to the program’s Extension agent to be placed in the county office files.
 - b. Store financial records permanently at the County Extension Office.

Duration

This MOU will begin _____ and remain in effect until terminated in writing by any authorized official of the University of Kentucky, College of Agriculture, Food, and Environment, Cooperative Extension, the Entity, or both parties. Any written notification of termination must be sent by certified mail and termination will become effective 3 days following receipt of the written notice. This MOU may be amended or modified only in writing and signed by the parties.

Signed,

Officer Title

Date

Director of Extension

Date

- Sign & return original to the Director of Extension.*
- Send a copy of the signed form to the appropriate Assistant Director of Extension for program area.*
- Send a copy of the signed form to the Regional Extension Office.*
- Send a copy of the signed form to the Area Extension Director.*
- Keep a copy of this signed form in the County Extension Office central files.*

November 2022

