

1. Goal: Organizational Affairs

The National Collegiate 4-H Organization needs to address legal, procedural, and business affairs to take responsibility for the organization and move in a positive direction.

Organizational Affairs:

- Tax status
- National charter
- Liability & insurance
- Club Establishment Guidelines
- Define roles and responsibilities of NAB and advisors & liaisons

Tax Status¹:

Completion Date: April 1st, 2007

1. Identify contact for guidance at USDA (through Cathann) – possibly Chuck Graves
2. Seek permanent housing for organization (within a land grant institution or Council)
3. Check for previous filing of tax exempt status
4. Retrieve necessary bank statements and miscellaneous documents
5. Have mission/vision statement completed and ratified
6. Apply for EIN (Employer Identification Number)
7. Submit paperwork post-National Collegiate 4-H Conference 2007
8. File with USDA and National 4-H Council

Final Outcome: Within 9 months, the necessary documentation to apply for 501(c)3 tax exemption status will be filed for the National Collegiate 4-H Organization with assistance from USDA and the National 4-H Council.

National Charter Permanency:

Completion Date: April 1st, 2007

1. Identify contact for guidance at USDA (through Cathann) – possibly Chuck Graves (July 20th, 2006)
2. Research necessary procedures for permanent chartering
3. Have draft of mission statement reviewed by Byron and Council or USDA for additions/corrections (August 31st, 2006)
4. Have mission/vision statement completed and ratified (2007 National Meeting)
5. Send mission/vision statement to USDA (with all necessary documents) immediately following the 2007 National Collegiate 4-H Conference

Final Outcome: Within 9 months, the National Collegiate 4-H Organization's strategic plan, mission, and vision statements will have been reviewed and revised into a final format and submitted to the proper USDA representatives for permanent charter approval.

¹ Currently Collegiate 4-H is using the non-profit status of National 4-H. The National Collegiate 4-H Organization would like to be independent in terms of tax status.

Address and Solve Liability and Insurance Issues²:

Completion Date: January 2008

1. Identify contact for guidance at USDA (through Cathann) (August 31st, 2006)
2. Research current locations for liability
3. Identify necessary liability coverage and funding
4. Select and purchase necessary insurance and draft organizational policies

Final Outcome: Within one and a half years, the National Collegiate 4-H Organization will have a risk management plan in place complete with the purchase of liability insurance.

Club Establishment Guidelines:

Completion Date: May 2007

1. Establish database for storage of collected information from the Club Establishment Guidelines
2. Enter all currently held data (November 15th, 2006)
3. Draft amendments to documents and present at 2007 National Business meeting
4. Create establishment guidelines for members-at-large and present at 2007 National Business meeting.
5. Collect club establishment guidelines at 2007 National Conference
6. Follow-up with non-compliant clubs (May 1st, 2007)

Final Outcome: Within 10 months, the National Collegiate 4-H Organization will have a near-complete inventory of chartered Collegiate 4-H clubs and at-large members, complete with data for a club directory database.

Define Roles and Responsibilities of NAB / Liaisons / Advisors:

Completion Date: June 2008

1. Define roles and responsibilities of NAB. Create position descriptions and member handbooks. (2007 National Collegiate 4-H Conference)
2. Define roles and responsibilities of NAB committee liaisons. Create position descriptions and member handbooks. (2007 National Collegiate 4-H Conference)
3. After addressing liability issues, define roles and responsibilities of national liaisons. Create position descriptions and member handbooks. (June 2008)
4. After addressing liability issues, define roles and responsibilities of national advisors. Create position descriptions and member handbooks. (June 2008)

Final Outcome: Within 2 years, the National Collegiate 4-H Organization will have created member handbooks for all officers, liaisons, and advisors of the NAB and have more defined roles and position descriptions for all of NAB as well.

² Collegiate 4-H is seen as a liability to USDA and National 4-H.