

Iowa State University Extension and Outreach, Polk County Opening a Polk County 4-H Club Financial Account

Please complete the information requested below and submit the required documents to establish your 4-H Club's financial account(s) at the Polk County Extension office. We will be your club's bank and are dedicated to making these transactions as smooth as possible. *All forms are available online in a fillable format.* Please contact Paul Gibbins, pgibbins@iastate.edu 515.957.5777, with any questions.

Step 1 – Polk County 4-H Club and County Partnership Agreement (separate document)

- A. The club will need to have two adults, including at least one club leader sign the form.
- B. The Chair of the Polk County Agricultural Extension District will sign the form after the club has submitted it.
- C. A copy of the fully signed form will be made available to the club via their online folder. It may be mailed via USPS if requested as well.

Step 2 – Club Information, Leader Contacts, Club Treasurer Contact

(1 leader required, if more than 3 please share information in comment section)

A. Club Name: _____

B. Club Leader 1 Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

Club Leader 2 Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

Club Leader 3 Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

C. Club Treasurer Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

D. Club Information Comment Section:

Step 3 – Initial Deposit

Once you are ready to make a deposit, you will need to complete a Deposit Form that is included in the Partnership Agreement. Any checks must be payable to ISU Extension Polk County. Your club will be assigned a club account number once this process is complete, so the account number area on the form can be left blank.

Note that a club may open an account without making an initial deposit.

Step 4 – Documentation Submission

The following documents need to be submitted at the same time at the Extension office in Altoona so that the Polk County staff can begin the process to set up your club account. If the office hours of 8-5 M-F will not work for you, please contact Paul Gibbins, pgibbins@iastate.edu or 515.957.5777. Arrangements will be made to better accommodate your scheduling needs.

1. Opening a Polk County 4-H Club Account (this document)
2. Polk County 4-H Club and County Partnership Agreement, signed
3. Polk County 4-H Club Deposit Form with funds to be deposited (Optional)

Step 5 – Processing of Documentation (Polk County Extension staff responsibility)

- Staff will count your deposit in your presence to ensure transparency and accuracy.
- Upon your request, staff will provide copies of submitted documents when you submit them.
- Once your form is processed your club will be assigned a club account number and staff will share that number with you using the reporting method indicated on this form.
- Once the Polk County Extension Council Chair has signed your club's partnership agreement a fully signed copy will be shared using the reporting method indicated on this form.

Questions about this process should be directed to Paul Gibbins, pgibbins@iastate.edu or 515.957.5777. Please do not hesitate to reach out. This is a new process for all of us and your staff at the Polk County Extension office is dedicated to making this as smooth as possible for you.