4-H Club and Groups Charter Application: Initial and Renewal

To be authorized to use the 4-H Name & Emblem, all 4-H Clubs and Groups must complete and return this packet to the County Extension Office.

County Due Date: _____

County: _____ **Today's Date (mm/dd/yy):** _____

Name of 4-H Club or Group: _____

4-H Club: _____   **4-H Group:** _____

Type of Club: (Please circle one) Community - Home School - After School – Military – Group - SPIN

Name of All 4-H Club Contact/Volunteer/Group Contact: _____

_____

Mailing Address: _____

E-Mail: _____

Approved adult leaders/volunteers who are working with the 4-H Club or Group has completed the requirements for the Youth Protection Policy.

Primary Phone: _____

Please indicate application status: Initial_____   **Re-charter (Gold Seal**)___   **Re-charter (Emerald Seal)** _____   SPIN _____

Regular 4-H Club or Group meeting time: Day of month: _____

Time: _____

Location where 4-H Club or Group meeting normally will be held: _____

Does the 4-H Club or Group have a Facebook or other social media site? Yes ☐ No ☐

If yes, address of all sites: _____

Does your 4-H Club or Groups have bylaws? If so, please attach a copy to this application. If not, please work to develop one for your club or group.

Date of last update: _____

4-H Club Charter Application Requirements
Clubs applying for initial charter need to complete questions above and #1 - 2 Clubs applying for annual renewal complete questions above and #1-3 (Gold Level Requirements), while clubs seeking Emerald Seal status must complete the entire form and must meet requirements for those listed under Gold and Emerald.

1. **Slate of Officers: (5-7 year old exempt)**
   President _____ Vice- President _____

   Secretary _____ Treasurer* _____
   _

Other please explain below:

_____

_____

2. **Plan of work for first 6 meetings: (Attached to this document)**

3. Charter renewal requirements – see below

Gold Seal Requirements:
- Clubs are required to re-charter on an annual basis in order to remain a 4-H club and continue to use the 4-H logo and emblem. Once clubs have submitted and completed requirements, clubs will receive the Gold Seal on original charter.
- County 4-H staff and volunteer leaders must initial the following requirements for charter renewal. List activities where appropriate.

Leader   **Staff**

_____   _____ The club held regular meetings

_____   _____ List of club officers are on file with the County Cooperative Extension Office. Officers have   been either elected or rotated into office.

_____   _____ Enrollment forms have been updated in 4-HOnline by volunteer and members.

_____   _____ Annual financial report & 990 filed has been submitted to County Cooperative Extension Office (if club has a checking account)*

_____   _____ The club completed at least one community service project during the year.

_____   _____ Club leader has attended a minimum of **two** 4-H volunteer trainings during the calendar year. Please list training, location, and date in space provided.

_____

Emerald Seal Requirements:
Agents and volunteer leaders must initial the following requirements for charter renewal. List activities where appropriate.

Must meet all of Gold Requirements plus those listed below:

Leader   **Staff**

_____   _____ 50% of enrolled club youth have been engaged in 4-H Life Skills development opportunities such as local/district/state/national activities, project records, presentations, or 4-H camp. Please list the name of youth and the activity(s) on a separate sheet.

_____   _____ The 4-H Club has completed a minimum of one citizenship activity. Please list the number of participants, activity, date, and location.

_____   _____ Club youth have participated in an annual achievement activity.

_____   _____ The club completed at least two community service projects during the year. Please list the number of participants, the activity, location, and date in space provided. *Please note, only the second activity needs to be listed in the space provided as the first project should be listed under renewal requirements.*

_____   _____ Club leader has attended a minimum of **two** 4-H volunteer trainings during the calendar year. Please list training, location, and date in space provided.

_____

By signing below, your club or group indicates it is in compliance with all of the 4-H charter requirements listed on this document.

_____   _____
4-H Volunteer Leader Printed Name: 4-H Volunteer Leader Signature

Date of today: _____