



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

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) ____

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 one 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 project during the year. Please list the number of participants, | |
| | | the activity, location, and date in space provided. <i>*Please note, only the second activity needs to be listed in the</i> | |
| | | <i>space provided as the first project should be listed under renewal requirements.</i> | |
| _____ | _____ | 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: _____