

## Guidelines for 4-H Clubs: Chartering/Re-chartering/Seals

Revised 2006

One of the important components of the club process is Chartering. The Club Charter identifies a group as an organized 4-H club and is authorized to use the 4-H name and emblem for educational purposes. Charters stay with the club as long as it is in existence. All clubs are expected to operate within the chartering framework and utilize best practices of youth development.

The charter does not have to be renewed when leaders change or minor revisions are made in the club structure (i.e. the club changes from a community club to a project specific club). However, in the case of a chartered club that splits into two (or more Clubs) due to growth in club numbers, project club development, organizational changes, etc. the Charter should remain with the original founding individual, sponsoring agency or group. All money raised by the chartered club should remain with the original chartered club. The new club(s) should move immediately to reorganize and file for a charter under their new name and leadership.

### *The 4-H Club Charter Requirements*

The following are the minimum requirements for a new club to initially receive their charter. Only clubs that hold a charter may use the 4-H logo and emblem.

1. Clubs has a membership of at least five.
2. Trained adult or teen volunteers guide the club during the year.
3. A written program of work has been completed for the first 6 meetings and has been submitted to the county Cooperative Extension office.
4. A club is organized with appropriate youth leaders that are either rotated or elected.
5. A club roster is completed and submitted to county Cooperative Extension office.

Before issuing a charter to a club, the county Cooperative Extension Office must have an approved 4-H charter application on file.

### *The 4-H Club Charter Seal renewal requirements:*

The following are the minimum requirements for a 4-H club to renew their charter. 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 the requirements, clubs should receive the gold seal on the original charter.

1. The club held regular meetings.
2. List of club officers are on file with the county Cooperative Extension office. Officers have been either elected or rotated into office.

3. The club completed at least one community service project during the year.
4. Enrollment forms have been updated and submitted to county Cooperative Extension office.
5. \*Annual financial report has been submitted to county Cooperative Extension Office. (*\*If appropriate*)
6. Club leader attended a minimum of two 4-H volunteer trainings during the calendar year.

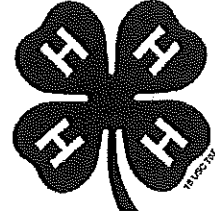
***The 4-H Club Emerald Seal requirements:***

The following are the minimum requirements for a 4-H Club to receive an Emerald Seal. 4-H Clubs are not required to apply for an Emerald Seal. These specific requirements are based on research defining best practice for 4-H clubs. The Emerald Charter Seal is attached to the Club Charter at the time of renewal. Seals should be presented to a club at the appropriate club or meeting. In addition to the renewal of charter requirements, seals will be presented to clubs meeting the following criteria

1. 50% of club youth will have been engaged in 4-H Life Skill development opportunities such as county/district/state/national activities, project records, presentations, or 4-H camp.
2. Clubs have completed a minimum of at least two community service activities during the club year.
3. Club youth have completed a minimum of one citizenship activity.
4. Club youth have participated in an annual achievement program.

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



**4-H Club Charter Application**

Applications should be completed and returned to county 4-H staff to receive updated charter status. Clubs applying for initial charter need to complete questions #1-6 only. Clubs applying for annual renewal complete questions #1-7 while clubs seeking Emerald Seal status must complete the entire form.

Please indicate application status: Initial \_\_\_\_\_ Re-charter \_\_\_\_\_ Re-charter w/ Emerald Seal \_\_\_\_\_

1. Day and time club meets: \_\_\_\_\_

2. Location of club meetings: \_\_\_\_\_

3. Club Leader(s): \_\_\_\_\_

4. Club contact information: \_\_\_\_\_

5. Slate of Officers: (5-8 year olds exempt)

President \_\_\_\_\_ Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_ Treasurer\* \_\_\_\_\_  
Other\* \_\_\_\_\_ (\*optional)

6. Plan of work for first 6 meetings (Use attached calendar of events)

**7. Charter renewal**

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.

<u>Leader</u>	<u>Staff</u>	
_____	_____	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 and submitted to county Cooperative Extension Office
_____	_____	Annual financial report has been submitted to County Cooperative Extension Office (if appropriate)*
_____	_____	The club completed at least one community service project during the year. Please list the number of youth who participated, the activity, location, and date in space provided.
_____	_____	_____
_____	_____	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.
_____	_____	_____
_____	_____	_____

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Emerald Seal Requirements:**

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

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) completed in the space provided. Use a separate sheet if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. *\*Please note, only the second activity needs to be listed in the space provided as the first project should be listed under renewal requirements.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**For office use only**  
Date received: \_\_\_\_\_  
Date entered: \_\_\_\_\_

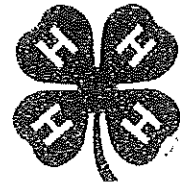
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Revised 1/2006

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



### 4-H Club Program of work

Overall club goals for the year

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date	Program, Event, or Activity	Committee or Person(s) Responsible