

North Carolina 4-H

4-H Chartering Requirements



NC STATE
EXTENSION

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 5 members from 3 different families.
2. Trained adult and 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. Club members have been enrolled in 4-HOnline.

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 and place on the original charter.

- 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.
- Volunteers have had appropriate training as required by county 4-H Agent.
- Volunteers have been appropriately screened and approved.
- Volunteers have completed the Minors on Campus required video training
- Club leader has 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.

Agents and volunteer leaders must initial the following requirements for charter renewal.

Must meet all of Gold Requirements plus those listed below:

- 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.



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* _____

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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.

<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 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:

<u>Leader</u>	<u>Staff</u>	
_____	_____	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. <i>*Please note, only the second activity needs to be listed in the 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: _____