

Georgia 4-H Activity & Awards Guidebook Policies & Procedures: Club Information Charter 4-H Clubs (County)

County 4-H programs receive a charter for the county program. This charter enables counties to use the 4-H Name and Emblem and is a key operational document in the collection of funds. For those programs within a county that are not led and directed by a county Extension staff member, the 4-H club should receive an auxiliary charter indicating that the club is approved and supported by the county Extension program and operating in full compliance with all UGA College of Agricultural and Environmental Sciences Extension 4-H guidelines.

Chartering is a joint effort of the 4-H club leader and the Extension staff member working with or serving as liaison with the club. Each club with the county Extension office will complete the charter checklist and submit application and supporting documentation in 4-H Enrollment prior to the first club meeting. Clubs should renew charters each year in 4-H Enrollment.

Resources:

[Overview of Chartering](#)

[Steps to Completing Charter Checklist](#)

[Document List for Charter 4-H Clubs](#)

Templates

(Use or create your own):

[Action Plan Template \(optional\)](#)

[Budget Template \(optional\)](#)

Steps for completing application inside 4-H Enrollment (for 4-H Staff Only):

1. Log into 4-H Enrollment. (can only be done by 4-H Staff)
2. On the left hand menu, click 'Clubs'
3. Click the name of the club
4. In the 'Charter Application' section above the roster, click the 'Apply here...' link.
5. Fill out the form and click the 'Insert Record' button.
6. Upload supporting documents... At the bottom of the page, click 'Choose' or 'Browse' to select the file to upload, then click the 'Upload File' button. Do this for the Action Plan, the Financial Report, and the Budget.

For more information, contact your local UGA Extension office at 1-800-ASK-UGA1.

The University of Georgia 4-H program is the largest youth leadership organization in the state.

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