

### **WHY CHARTER?**

- Recognize the organization of a 4-H club and the agreement of the club to meet the requirements and standards outlined by Extension
- Authorize use of the 4-H Name and Emblem to clubs. The 4-H Name and Emblem is protected under federal statute (Title 18, U.S.C. 707) and can be used only as authorized by the Secretary of Agriculture or designated representatives
- Proof of club identification and affiliation with 4-H
- Maintain the privileges of the 4-H program
- Establish procedures and consistency in operation

### **WHO IS CHARTERED?**

- 4-H Clubs and Support Organizations that are not under the direct coordination of Extension staff members should be chartered. Direct coordination indicates that the club plan of action (what goes on in the club) and club guidelines are planned and coordinated by Extension staff. The educational program may be led by a volunteer, but the plan is put together by Extension staff. For example, most school clubs that meet only during the school day will not need to be chartered.
- Entities using the 4-H Name and Emblem outside of the club structure for purposes such as marketing, clothing, awards and other business entities should receive letters of authorization for use rather than charters.
- 4-H Support Organizations such as Foundations and Volunteer Leader organizations should be chartered. However, the charter guidelines will differ slightly for specific functions.

### **WHEN TO CHARTER (TIME OF YEAR)?**

- Clubs should be chartered upon formation of the club.
- Current 4-H clubs should begin the chartering process so that charters are in place at the beginning of the 4-H year (August). Clubs that begin after August (such as SAFE clubs that begin in January) can be chartered when the club begins meeting again.
- 4-H Clubs must renew their charter yearly.

### **REQUIREMENTS FOR 4-H CLUBS FOR CHARTERING**

- Club Leader meets UGA Extension screening requirements
- 4-H Enrollment Cards, Code of Conduct forms and participation is recorded for club members
- Evidence of the Essential Elements of 4-H, youth in leadership roles and variety of learning experiences are in the 4-H Club Action Plan
- A budget is prepared and approved, and an annual report of funds use coordinated through the County Extension office

### **HOW DOES A CLUB BECOME A CHARTER CLUB?**

- County Extension staff will complete the online Charter 4-H Club checklist/application with the Club Leader.
- All documents necessary for charter (per the checklist) must be completed in order to charter the club. These should be on file in the county office.
- Yearly renewals are submitted to maintain the charter.

