

Those clubs that are not led or directed by Extension staff should be chartered. Direct coordination indicates that the club plan of action (what takes place during club time) and club guidelines are planned and coordinated by someone other than an Extension faculty or staff member. If one educational program (or a few programs) are volunteer led but the program outline and plans are developed by Extension, then a charter is not needed. The charter application process is a team effort between the volunteer leader and the Extension staff member serving as liaison with the club.

The following includes the information needed to complete the online application. The required documentation should be on file at the Extension office prior to the application and the first meeting. There are a few exceptions of paperwork that may be added after the application is submitted, and this is explained below.

### **LOCATION**

Each club, even when serving more than one county, should have one county and district of record.

### **CLUB NAME**

The club name should include 4-H and may or may not include the county name.

### **LEADER & ADDITIONAL LEADERS**

One key leader should be listed along with significant leaders in the club. All screening requirements for these individuals should be approved before the first club meeting.

Leaders should be aware of and ensure that additional volunteers who work with the club also meet screening guidelines. Leaders should forward screening requirements to the local Extension office.

### **ENROLLMENT CARDS & 4-H CODE OF CONDUCT**

Enrollment cards and 4-H Code of Conduct forms may be added throughout the year and promptly sent to the Extension office.

### **ACTION PLANS**

Action Plans are written outlines or documents that describe the work of the club including goals, activities for club meetings and other activities. Plans should note and identify experiences for essential elements (mastery, independence, generosity, belonging), youth leadership roles (youth voices) and varied learning experiences.

### **BUDGET & FINANCIAL REPORTS**

A budget is a written document indicating club plans for income and expenses. The budget should be approved by both the volunteer and Extension staff. A Financial Report should be shared with the club leaders and included with the renewal application.

### **ADDITIONAL INFORMATION**

It is expected that all 4-H clubs will operate under UGA Extension 4-H guidelines along with those of the county the program is operated in. It is the responsibility of the Extension staff to share policies, procedures and guidelines with leaders and to insure these are followed. This includes USDA 4-H Name and Emblem use, Georgia 4-H Activities and Awards Guidebook and Risk Management policies. Extension Staff should inform Club Leaders about other appropriate information.

