4-H Club Chartering Documentation
Oct. 1, 2017 – Sept. 30, 2018

The 4-H Youth Development Program is the nation's largest non-formal, out-of-school, inclusive youth development program. The 4-H Name and Emblem is federally protected (18 USC 707) as the official trademark of USDA for Extension youth development education in the land-grant system.

A 4-H Club Charter allows a group to use the 4-H Name and Emblem. The Charter documentation provides communication, education, and accountability. Once a Charter is granted, the rights and responsibilities of the 4-H partners remain consistent over time. An annual update and renewal of the information is all that is needed. 4-H Charters may be revoked if 4-H Clubs knowingly and consistently 1) create unhealthy and unsafe environments for participants, 2) use the 4-H Name and Emblem inappropriately, and/or 3) function in a discriminatory manner.

4-H CLUB ORGANIZATIONAL INFORMATION

County: ☐ Mason ☐ Grays Harbor

Name of 4-H Club: _____

Does this 4-H Club have a Constitution and Bylaws (State policy 6.6)?
☐ Yes ☐ No

Does this 4-H Club have 5 or more youth from 3 or more families in its membership (State policy 6.1)?
☐ Yes ☐ No

To help youth practice decision-making in a safe environment, 4-H clubs often choose "youth officers" to practice leadership skills in 4-H. Does this 4-H Club have youth officers? ☐ Yes ☐ No

Youth Officers (if applicable):
President/Chair: _____
Vice-President/ Vice-Chair: _____
Secretary: _____
Treasurer: _____
Other: _____

MEETING INFORMATION AND EDUCATION

To provide an ongoing, positive learning environment, this 4-H club will schedule a minimum of 6 club meetings during the 4-H year. Each 4-H club meeting will consist of business (led by youth), education, and a fun activity.

Regular Meeting Time (example- 2nd Tuesday of the month):_____
Regular Meeting Location: _____

A positive, educational and welcoming environment for members and their families is important. How will you ensure that club gatherings reflect these qualities? _____
_____
_____

Does the 4-H club have a Facebook page? ☐ Yes ☐ No
If yes, name of Facebook group/site: _____

CLUB GOALS FOR THE YEAR
It can be very helpful for a 4-H club to set annual goals with the 4-H members and volunteers. Often, these goals help guide and direct the education and programs for the year.
(Examples- increase the educational experiences for members, develop newsletter with 4-H members, review and evaluate community service project to meet local community needs, increase number of youth leaders, etc.)
1.

2.

3.

FUND RAISING AND FINANCIAL INFORMATION
Raising funds for 4-H is an option for approved clubs and groups. Please make sure you understand all the policies and guidelines associated with handling and raising funds in 4-H. If you have questions, please contact the county 4-H office.

Does the 4-H club have a **bank account**? ☐ Yes ☐ No
If yes, list the financial institution: _____ Account Number: _____
Does the 4-H club have an Employer Identification Number (EIN) through the IRS? ☐ Yes ☐ No
If yes, list the EIN here: _____

By signing this, I agree to make all reasonable efforts to assure participation in our 4-H Club is open year-round to all interested youth (of eligible 4-H age) and adults regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

_____
4-H Adult Volunteer Club Leader Signature *Date*

_____
WSU 4-H Staff *Date*

Extension programs are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.