



4-H 

WASHINGTON STATE UNIVERSITY
EXTENSION

Chartering a 4-H Club in Washington State

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 are federally protected (18 USC 707) as the official trademark of USDA for Extension youth development education in land-grant systems. The National 4-H Headquarters, with state 4-H Program Leaders and County 4-H staff, are designated by the Secretary of Agriculture to recognize and charter groups to function under the 4-H educational mission.

The youth development mission of the 4-H Program is achieved through partnerships with approved volunteers who are critical in providing high quality 4-H club experiences for youth. Volunteers also serve as role models, mentors, and guides for youth. Because youth develop over time, 4-H clubs that meet regularly can provide youth with a variety of age-appropriate experiences they need to thrive and reach their full potential.

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 4-H partners (club members, volunteers and staff) remain consistent.

Rights and Responsibilities of a Chartered 4-H Club

When a 4-H club agrees to function within the high standards assigned to the national 4-H Name & Emblem, then 4-H staff will issue a Charter which formally grants:

1. Authorization to use the 4-H Name & Emblem in accordance with its educational mission (*including an option to raise, allocate and disburse funds within those guidelines*)
2. Inclusion under the tax exempt group ruling for Washington State 4-H Youth Development
3. Compliance with submission of annual reports as required by the Washington State 4-H Youth Development Program
4. Adherence to the Washington State 4-H Youth Development Policy as a club
National 4-H Fact sheets: "*Charters: The Key to Official Recognition*" 2008

Quality 4-H Programming

WSU Extension staff and 4-H volunteers have access to education and resources for the purpose of providing high quality 4-H programs. Together, they implement 4-H programs to help youth:

- Belong to a group that develops positive relationships with peers and adults.
- Find their spark; and develop and master skills for a successful transition to adulthood.
- Be generous and contributing citizens through community involvement and service.
- Practice independence through decision-making in a consistently, safe environment.
- Be actively involved (planning, doing, reflecting) and challenged in their own learning.
- Have fun!

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

Standards for a Chartered 4-H Club

Together, 4-H youth and volunteers review, date, or check (✓) the following statements to apply for a 4-H Club Charter. Return these pages (2 and 3) to 4-H staff at the local county Extension 4-H Office.

*4-H staff will monitor status of items checked (✓) 'in progress' for accomplishment in reasonable time.

NOTE: A group MUST have a Charter before using the 4-H Name & Emblem or conducting financial business.

Date Completed Or (✓) Agreed*
e.g. 2/4/2018

1. 4-H Club Organization

Date Completed Agreed

_____ ___ A. To establish a welcoming place to learn, we agree to choose a club name that is inclusive, and does not discriminate against any interested youth (inclusive without regard to race, color, religion, national origin, gender, disability, sexual orientation, or marital/parental status) today or in the future. Youth from historically underrepresented groups are welcome in 4-H. Upon verbal approval by the local WSU Extension 4-H staff, the name of this 4-H club/group is:

_____ ___ B. The 4-H Name & Emblem is protected by Federal law. This 4-H Club agrees to read and understand how to use the 4-H Name & Emblem appropriately. See National 4-H Fact Sheet "Use of the 4-H Name & Emblem."

_____ ___ C. To expand and practice healthy relationships beyond one's family, this 4-H Club agrees to establish the goal to recruit and enroll at least five (5) members from at least three (3) different families to participate.

2. Club Meetings and Education

_____ ___ A. We will participate in a minimum of six (6) hours of planned, group activities, meetings, service, workshops to qualify as 4-H programming.

_____ ___ B. We will support an ongoing, positive learning environment, we will schedule a minimum of six (6) club meetings during a 4-H year, which is Oct. 1 - Sept. 30).

_____ ___ C. To provide quality 4-H programming and help youth thrive, 4-H club meetings will include: business (led by members), education, and fun.

_____ ___ D. To help youth practice decision-making in a safe environment, 4-H clubs often choose 'officer' and committee roles to practice decision-making and leadership skills in 4-H. Each club may choose ways for youth to practice these skills. This group will:

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3. Fundraising under the 4-H Name & Emblem

_____ A. If our club chooses to do fundraising or maintain a treasury, we agree to:

- (1) Utilize a bank account identifying WSU 4-H "Club Name" as the owner of the account
- (2) Submit our intent to raise funds to County 4-H staff (prior to fundraising) as part of annual "program of work", (see Policy 6.3)
- (3) Follow the established protocol for conducting fundraising and submitting reports (see C1059E)

4. Adult Supervision

- A. For safety, this 4-H Club is supervised by certified and enrolled 4-H volunteers who have been screened and trained by the WSU Extension Office.
- B. All leaders serving in this club will be enrolled and have signed the C1000 Valuable Partnership, and have access to the Statewide 4-H Program Policy.

The Primary Organizational Club Leader is:

5. Actions of 4-H Club/Group

_____ A. Things this club will do to help others know that we are welcoming, safe and fun, are:

6. When Could a Club Charter be revoked?

_____ A. We understand that a 4-H Charter may be revoked by the WSU 4-H program Leader if the club knowingly and consistently (1) creates an unsafe or unhealthy environment for participants; (2) uses the 4-H Name & Emblem inappropriately; (3) functions in a discriminating manner; (4) no longer meets the criteria of a 4-H Club; or (5) fails to adhere to Washington State 4-H Policy.

7. Signatures of two (2) 4-H Club Officers or Members

A. _____ Date: _____

B. _____ Date: _____

8. Signatures of two (2) approved 4-H volunteers

A _____ Date: _____

B. _____ Date: _____

Thank you for being an important part of the WSU 4-H Program

County 4-H Office files original charter and will send a copy and Charter Certificate to Club

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