



## Guidelines for 4-H Clubs: Chartering/Re-chartering/Seals

Revised 2006

One of the important components of the club process is Chartering. The Club Charter identifies a group as an organized 4-H club and is authorized to use the 4-H name and emblem for educational purposes. Charters stay with the club as long as it is in existence. All clubs are expected to operate within the chartering framework and utilize best practices of youth development.

The charter does not have to be renewed when leaders change or minor revisions are made in the club structure (i.e. the club changes from a community club to a project specific club). However, in the case of a chartered club that splits into two (or more Clubs) due to growth in club numbers, project club development, organizational changes, etc. the Charter should remain with the original founding individual, sponsoring agency or group. All money raised by the chartered club should remain with the original chartered club. The new club(s) should move immediately to reorganize and file for a charter under their new name and leadership.

### *The 4-H Club Charter Requirements*

The following are the minimum requirements for a new club to initially receive their charter. Only clubs that hold a charter may use the 4-H logo and emblem.

1. Clubs has a membership of at least five.
2. Trained adult or teen volunteers guide the club during the year.
3. A written program of work has been completed for the first 6 meetings and has been submitted to the county Cooperative Extension office.
4. A club is organized with appropriate youth leaders that are either rotated or elected.
5. A club roster is completed and submitted to county Cooperative Extension office.

Before issuing a charter to a club, the county Cooperative Extension Office must have an approved 4-H charter application on file.

### *The 4-H Club Charter Seal renewal requirements:*

The following are the minimum requirements for a 4-H club to renew their charter. Clubs are **required** to re-charter on an annual basis in order to remain a 4-H club and continue to use the 4-H logo and emblem. Once clubs have submitted and completed the requirements, clubs should receive the gold seal on the original charter.

1. The club held regular meetings.
2. List of club officers are on file with the county Cooperative Extension office. Officers have been either elected or rotated into office.

3. The club completed at least one community service project during the year.
4. Enrollment forms have been updated and submitted to county Cooperative Extension office.
5. \*Annual financial report has been submitted to county Cooperative Extension Office. (*\*If appropriate*)
6. Club leader attended a minimum of two 4-H volunteer trainings during the calendar year.

***The 4-H Club Emerald Seal requirements:***

The following are the minimum requirements for a 4-H Club to receive an Emerald Seal. 4-H Clubs are not required to apply for an Emerald Seal. These specific requirements are based on research defining best practice for 4-H clubs. The Emerald Charter Seal is attached to the Club Charter at the time of renewal. Seals should be presented to a club at the appropriate club or meeting. In addition to the renewal of charter requirements, seals will be presented to clubs meeting the following criteria

1. 50% of club youth will have been engaged in 4-H Life Skill development opportunities such as county/district/state/national activities, project records, presentations, or 4-H camp.
2. Clubs have completed a minimum of at least two community service activities during the club year.
3. Club youth have completed a minimum of one citizenship activity.
4. Club youth have participated in an annual achievement program.