



# **Charter Application**

## **Plan of Work**

### **Nondiscrimination/ Civic Rights**





# 4-H Club and Groups Charter Application: Initial and Renewal

To be authorized to use the 4-H Name & Emblem, all 4-H Clubs and Groups must complete and return this packet to the County Extension Office.

County Due Date: \_\_\_\_\_

County: \_\_\_\_\_ Today's Date (mm/dd/yy): \_\_\_\_\_

Name of 4-H Club or Group: \_\_\_\_\_

4-H Club: \_\_\_\_\_ 4-H Group: \_\_\_\_\_

Type of Club: (Please circle one) Community - Home School - After School – Military – Group - SPIN

Name of All 4-H Club Contact/Volunteer/Group Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Approved adult leaders/volunteers who are working with the 4-H Club or Group has completed the requirements for the Youth Protection Policy.

Primary Phone: \_\_\_\_\_

Please indicate application status: Initial \_\_\_\_ Re-charter (Gold Seal) \_\_\_\_ Re-charter (Emerald Seal) \_\_\_\_ SPIN \_\_\_\_

Regular 4-H Club or Group meeting time: Day of month: \_\_\_\_\_

Time: \_\_\_\_\_

Location where 4-H Club or Group meeting normally will be held: \_\_\_\_\_

Does the 4-H Club or Group have a Facebook or other social media site? Yes  No

If yes, address of all sites: \_\_\_\_\_

Does your 4-H Club or Groups have bylaws? If so, please attach a copy to this application. If not, please work to develop one for your club or group.

Date of last update: \_\_\_\_\_

### 4-H Club Charter Application Requirements

Clubs applying for initial charter need to complete questions above and #1 - 2 Clubs applying for annual renewal complete questions above and #1-3 (Gold Level Requirements), while clubs seeking Emerald Seal status must complete the entire form and must meet requirements for those listed under Gold and Emerald.

#### 1. Slate of Officers: (5-7 year old exempt)

President \_\_\_\_\_ Vice- President \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer\* \_\_\_\_\_

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Other please explain below:

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**2. Plan of work for first 6 meetings: (Attached to this document)**

**3. Charter renewal requirements – see below**

**Gold Seal Requirements:**

- 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 requirements, clubs will receive the Gold Seal on original charter.
- County 4-H staff and volunteer leaders must initial the following requirements for charter renewal. List activities where appropriate.

**Leader   Staff**

- \_\_\_\_\_   \_\_\_\_\_ The club held regular meetings
- \_\_\_\_\_   \_\_\_\_\_ List of club officers are on file with the County Cooperative Extension Office. Officers have been either elected or rotated into office.
- \_\_\_\_\_   \_\_\_\_\_ Enrollment forms have been updated in 4-HOnline by volunteer and members.
- \_\_\_\_\_   \_\_\_\_\_ Annual financial report & 990 filed has been submitted to County Cooperative Extension Office (if club has a checking account)\*
- \_\_\_\_\_   \_\_\_\_\_ The club completed at least one community service project during the year.
- \_\_\_\_\_   \_\_\_\_\_ Club leader has attended a minimum of **two** 4-H volunteer trainings during the calendar year. Please list training, location, and date in space provided.
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**Emerald Seal Requirements:**

Agents and volunteer leaders must initial the following requirements for charter renewal. List activities where appropriate.

**Must meet all of Gold Requirements plus those listed below:**

**Leader   Staff**

- \_\_\_\_\_   \_\_\_\_\_ 50% of enrolled club youth have been engaged in 4-H Life Skills development opportunities such as local/district/state/national activities, project records, presentations, or 4-H camp. Please list the name of youth and the activity(s) on a separate sheet.
- \_\_\_\_\_   \_\_\_\_\_ The 4-H Club has completed a minimum of one citizenship activity. Please list the number of participants, activity, date, and location.
- \_\_\_\_\_   \_\_\_\_\_ Club youth have participated in an annual achievement activity.
- \_\_\_\_\_   \_\_\_\_\_ The club completed at least two community service projects during the year. Please list the number of participants, the activity, location, and date in space provided. *\*Please note, only the second activity needs to be listed in the space provided as the first project should be listed under renewal requirements.*
- \_\_\_\_\_   \_\_\_\_\_ Club leader has attended a minimum of **two** 4-H volunteer trainings during the calendar year. Please list training, location, and date in space provided.
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By signing below, your club or group indicates it is in compliance with all of the 4-H charter requirements listed on this document.

\_\_\_\_\_  
4-H Volunteer Leader Printed Name:

\_\_\_\_\_  
4-H Volunteer Leader Signature

Date of today: \_\_\_\_\_

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Club: (Please circle one) Community - Home School - After School - Military



### 4-H Club Program of work

Overall club goals for the year

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

| Date | Program, Event, or Activity | Committee or Person(s) Responsible |
|------|-----------------------------|------------------------------------|
|      |                             |                                    |
|      |                             |                                    |
|      |                             |                                    |
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|      |                             |                                    |
|      |                             |                                    |
|      |                             |                                    |

Date

Dear \_\_\_\_\_ Club/Group:

The \_\_\_\_\_ County Cooperative Extension Center is committed to furthering the educational purposes of North Carolina Cooperative Extension in compliance with all civil rights legislation.

In furtherance of this, we obtain assurance from all clubs with whom we work that they will follow non-discriminatory practices and ensure that all programs, activities, and participation is offered without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information. Certification of non-discrimination is documented by signing and returning one an original of this letter to the Cooperative Extension Office. Please maintain a copy of this for your files as well.

The federal requirements state that if certification is not provided, the organization will be notified in writing that Cooperative Extension can no longer give assistance to your club or organization's efforts.

We respectfully request your compliance with this effort to provide a welcoming and equal opportunity for all citizens to benefit from the services provided by North Carolina Cooperative Extension through your club. We appreciate your involvement in our efforts and look forward to working with you.

Sincerely,

Name  
Title  
Program Area

This is to certify that \_\_\_\_\_ (club/organization name) has a policy of open membership and participation, and further that it ensures non-discriminatory treatment as outlined above in offering all of its programs and activities.

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Signature, President or Chair

Date

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Signature, Vice-President or Vice-Chair, Secretary or other Officer

Date

**For Office Use:**

Received by \_\_\_\_\_

Date: \_\_\_\_\_

## 4-H Club Officer List

Club Name: \_\_\_\_\_

| <b>Officer Position</b> | <b>4-H'ers Name</b> |
|-------------------------|---------------------|
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