



Charter Renewal Application for 4-H Clubs and Cloverbud Groups

4-H Charter renewal takes place in the fall each year. Check your local 4-H professional for due dates for your locality. The organizational leader of the 4-H club or Cloverbud group should submit one copy of this application to the local Extension office if the club or group is based at the county or city level. District- or state-level groups should send the application by October 1 to the State 4-H Youth Development Office (107 Hutcheson Hall, Virginia Tech (0419), Blacksburg, VA 24061).

Name of 4-H Club or Group: _____ Date: _____

4-H Year for which Charter Renewal is Requested: _____

Contact Information for Club/Group Organizational Leader:

Name: _____

Address: _____

Phone: _____ email: _____

IN COMPLIANCE?

Charter Renewal Requirements for a 4-H Club or Cloverbud Group

1. The group has membership of at least 5 enrolled members. *(Leader to list or attach to application)* ___yes ___no
(For Office Use)

Additional members are listed on the attached sheet ___(✓)

2. The club/group has at least two enrolled and trained volunteer leaders. *(Leader to list or attach to application)* ___yes ___no
(For Office Use)

Additional leaders are listed on the attached sheet ___(✓)

3. The Enrollment, Health History Report, Code of Conduct, and Media Release forms are on file for all officers of the group. *(To be confirmed by the Extension office)* ___yes ___no
(For Office Use)

4. The group has elected and trained youth officers. *(Leader to attach sheet with the following information: office, officer name, and training date; not required for Cloverbud groups)* ___yes ___no
(For Office Use)

5. The group has adopted a constitution and bylaws. *(Leader to attach; not required for Cloverbud groups)* ___yes ___no
(For Office Use)

6. The club/group has developed an annual program plan. *(Leader to attach)* ___yes ___no
(For Office Use)

continued on the back

IN COMPLIANCE?

7. The 4-H Club/Group has kept an accurate record of all money received and has deposited it, and spent it according to Virginia Tech and Virginia Cooperative Extension Policy. ___yes ___no
(For Office Use)

8. The club/group has submitted a 4-H Property Inventory Report if it owns property in the name of 4-H. ___yes ___no
(For Office Use)
(No property owned by this 4-H club/group. _____ (✓). If property is owned, use VCE publication 388-140 to report. Leader to attach)

9. The group has submitted a 4-H Club and Organization Civil Rights Compliance Form ___yes ___no
(For Office Use)
(All clubs/groups must use VCE publication 490-156. Leader to attach)

Signature of the 4-H Club/Group Organizational Leader

Date Submitted

For Office Use

The Extension professional responsible for this 4-H club or group should review the application and decide on its charter status.

 (✓) This 4-H club/group is approved for full renewal of its charter for the 4-H year _____.

 (✓) This 4-H club/group is temporarily placed on Probational Charter status for up to six months beginning _____ and being reviewed no later than _____.

 (✓) This 4-H club's or group's charter is revoked as of this date _____.

Reasons for probational or revoked status:

Signature of 4-H Extension Agent or Representative

Date Reviewed

(Upon final review of this renewal application by the local Extension official, the club or group should be notified of its status. This application should be filed and kept for a period of three years in the unit office. The renewal/approval date and charter status should be noted in ACCESS 4-H.)