



Charter Application for In-School, Classroom-Based 4-H Clubs

The United States Department of Agriculture and Virginia 4-H require all 4-H clubs and groups to have a charter signed by the Secretary of Agriculture and the Director of the National 4-H Headquarters and issued by the State 4-H Youth Development Office. This requirement includes in-school, classroom-based 4-H clubs. For more information about the requirements for and privileges of a Virginia 4-H Charter, see *4-H Charters: Frequently Asked Questions*, VCE publication 388-070.

To apply for a 4-H Charter, the organizational leader of an in-school, classroom-based 4-H club should submit this application to the local Extension office. For schools with more than one classroom-based club, the Extension professional responsible for the 4-H program at the school can use this application as a checklist to confirm that all classroom clubs in the school are in compliance with 4-H Charter requirements. If all clubs are in compliance, one 4-H Charter can be issued per grade in the school for all clubs in that grade. Please note that for classroom-based clubs, the club constitution and bylaws can be the same for all clubs in the school. The annual club program plans can be the same for all clubs per grade in the school.

Name of 4-H Classroom-based Club or School: _____ Grade(s): _____

Contact Information of Club Organizational Leader or School Contact

Name: _____

Address: _____

Phone: _____ email: _____

Charter Requirements for In-School, Classroom-Based 4-H Clubs

IN COMPLIANCE?

- 1. Each classroom-based club has membership of at least 5 enrolled members. ___yes ___no
(For Office Use)
(For an individual club, the leader should list members here or on attached sheet.)
- 2. Each classroom-based club is led by a teacher, Extension professional, or at least two trained volunteer leaders. ___yes ___no
(For Office Use)
(Leaders of all classroom-based clubs should be identified by club and listed here or on an attached sheet.)
- 3. Each classroom-based Club's members and leaders are enrolled using either the 4-H Individual or Group Enrollment forms. ___yes ___no
(For Office Use)
(To be confirmed by the Extension office)
- 4. Each classroom-based club has elected and trained youth officers. ___yes ___no
(For Office Use)
(For an individual club, the leader should list officers on an attached sheet.)
- 5. Each classroom-based club has a constitution and bylaws. ___yes ___no
(For Office Use)
(If different by classroom, each version should be identified and attached.)
- 6. Each classroom-based club has an annual program plan. ___yes ___no
(For Office Use)
(If different by classroom, each version should be identified and attached.)

For individual in-school, classroom based clubs:

Signature of the 4-H Club Organizational Leader or School Official _____ Date Signed: _____

For Office Use

Date Received by the Extension Office: _____ 4-H Year for which Charter is Requested: _____

The 4-H classroom-based club(s) in this school fully meets the eligibility requirements for a 4-H Charter.

Signature of 4-H Extension Agent or Representative _____ Date Signed _____ Date Received by the State 4-H Office _____

A signed copy of this application should be sent to the State 4-H Youth Development Office at Virginia Tech for processing. Supporting documentation such as officer names, constitution and bylaws, etc. for unit-level groups is not needed by the state office. The original 4-H Charter application should be filed and kept in the unit office for a period of three years after the group's charter is revoked. Allow at least two weeks for return of the 4-H Charter Certificate. Complete charter status information in 4-H PLUS.



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