

Virginia Cooperative Extension

Virginia Tech • Virginia State University



## **Charter Application for 4-H Clubs and Cloverbud Groups**

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 Office. This requirement includes 4-H Cloverbud groups, community clubs, project clubs, after-school clubs, and military clubs. For more information about the requirements for and privileges of a Virginia 4-H Charter, see VCE Publication 388-070.

To apply for a 4-H Charter, the organizational leader of a 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 a county or city level. District or state level clubs/groups should send applications to the State 4-H Youth Development Office (107 Hutcheson Hall, Virginia Tech (0419), Blacksburg, VA 24061).

Name of 4-H Club/Group:			
Contact Information for Club/Group Organizational Leader			
Name:	Phone:	_ email:	
Address:			
Charter Requirements for a 4-H Club or Cloverbud Gro	oup		IN COMPLIANCE?
1. The club/group has membership of at least 5 enrolled members. ( <i>Lease 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 </i>			yesno (For Office Use)
Additional members are listed on the attached sheet $(\checkmark)$			
2. The club/group has at least two enrolled and trained volunteer leaders.	(Leader to list or attach	to application)	yesno (For Office Use)
Additional leaders are listed on the attached sheet ()			
3. The Enrollment, Health History Report, Code of Conduct, and Mediall members and leaders. ( <i>To be confirmed by the Extension office</i> )	a Release forms are on f	île for	yesno (For Office Use)
4. The club has elected and trained youth officers. (Leader to attach sh office, name of officer, and training date; not required for Cloverbu		nformation:	yesno (For Office Use)
5. The club has adopted a constitution and bylaws. (Leader to attach; n	ot required for Cloverbi	ıd groups)	yesno (For Office Use)
6. The club/group has developed an annual program plan. (Leader to attach)			yesno (For Office Use)
Signature of the 4-H Club/Group Organizational Leader:			
For Office			
Date Received by the Extension Office: 4-1	H Year for which Charter is Re	equested:	
This 4-H club or group fully meets the requirements to be eligible 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 Offic names, constitution and bylaws, etc. for unit-level groups is not needed by the state office office for a period of three years after the group's charter is revoked. Allow at least two v information in ACCESS 4-H.	. The original 4-H Charter app	plication should be filed a	nd kept in the Unit
www.ext.vt	.edu		*18 U.S.C. 707
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