



## 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 Group

IN COMPLIANCE?

1. The club/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 members and leaders. (To be confirmed by the Extension office) \_\_\_\_\_  yes  no  
(For Office Use)

4. The club has elected and trained youth officers. (Leader to attach sheet with the following information: office, name of officer, and training date; not required for Cloverbud groups) \_\_\_\_\_  yes  no  
(For Office Use)

5. The club 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)

Signature of the 4-H Club/Group Organizational Leader: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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*For Office Use*

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

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 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.

