Club Name: _____ **Date:**_____

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

4-H Club Charter Application

Applications should be completed and returned to county 4-H staff to receive updated charter status. Clubs applying for initial charter need to complete questions #1-6 only. Clubs applying for annual renewal complete questions #1-7 while clubs seeking Emerald Seal status must complete the entire form.

Please indicate application status: Initial____ Re-charter____ Re-charter w/ Emerald Seal ____

1. Day and time club meets:_____

2. Location of club meetings: _____

3. Club Leader(s):_____

4. Club contact information:_____

5. Slate of Officers: (5-8 year olds exempt)
   President _____ Vice- President _____
   Secretary _____ Treasurer* _____
   Other* _____(*optional)

6. Plan of work for first 6 meetings (Use attached calendar of events)

7. Charter renewal

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 and submitted to county Cooperative Extension Office
_____	_____	Annual financial report has been submitted to County Cooperative Extension Office (if appropriate)*
_____	_____	The club completed at least one community service project during the year. Please list the number of youth who participated, the activity, location, and date in space provided. _____ _____
_____	_____	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. _____ _____

Developed by Kate Guerdat, MSRA, Extension Associate

Club Name: _____ **Date:**_____

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

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

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) completed in the space provided. Use a separate sheet if needed.
_____	_____	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 project 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.*

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For office use only
Date received:_____
Date entered:_____

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Revised 1/2006

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Developed by Kate Guerdat, MSRA, Extension Associate

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

Club Name: _____ 4-H Club Roster Club Charter Date: _____

Member Name	Phone #	E-mail	Mailing Address	Year Joined Club	Officer: Y/N

Club Name:_____ **Club Re-Charter Checklist** Initial Charter Date:_____

	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
Re-charter requirements: Gold Seal										
The club held regular meetings										
List of club officers on file with the County Cooperative Extension office. Officers have been either elected or rotated into office										
The club completed at least one community service project during the year										
Enrollment forms have been updated and submitted to County Cooperative Extension office										
*Annual financial report has been submitted to county Cooperative Extension Office (*If appropriate)										
Organizational leader attended a minimum of two 4-H volunteer trainings during the calendar year										
Re-charter requirements: Emerald Seal										
50% of club youth have been engaged in 4-H Life Skill development opportunities such as local/district/state/national activities, project records, presentations, or 4-H camp										
Clubs have completed a minimum of at least two community service activities during the club year										
Club youth have completed a minimum of one citizenship activity										
Club youth have participated in an annual achievement program										