

Annual Club Charter Renewal

Club Name

Program Year

A goal of the Oklahoma 4-H program is that all chartered clubs provide a safe, healthy, educational, and fun environment for members and families. Chartering clubs is a way we ensure that uniform youth development opportunities are being provided to families affiliated with Oklahoma 4-H. The purpose for any annual assessment is to celebrate successes, identify challenges, and provide productive feedback which will encourage club growth – retention and recruitment. The process begins with the club leadership team doing a self-assessment.

The process is intended to assist a club and their leadership team in honestly assessing where they excelled, met standards, or need to challenge growth. The checklist is a *tool* to facilitate conversation and goal setting with club leader(s) at the end of each program year. Process is to be completed on or before July 31.

1. **Club Management** - Submitted annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office. Club met regularly and kept OCES informed of changes/additions to plans; 2/3rds of the plans were completed; and the club filed Activity and Event Intent Form 7 for activities outside regular club meetings.
2. **Enrollment** – Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment. Club enrollment includes a minimum of five or more youth from two or more families and certified volunteer(s). Annually the club actively recruits and retains volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in the community.
3. **Reporting** – Club completed an end of year report of club activities and submits it to county Extension office. Report could include but not limited to the Annual Club End-of-Year Evaluation and/or E-scrapbook/Scrapbook/other county requirements celebrating club activities and accomplishments.
4. **Finances** - At a minimum, one annual financial accounting of funds maintained by the county office/school activity fund/foundation is completed and approved by the club/club’s leadership team. Copy of minutes filed with county office. (2012)
5. **Continuing Education** - Have a team of local parent(s)/volunteer(s) attending all Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
6. **Leadership** - Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013)

| | Met standards | Growth Challenge – state what is to change |
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Comments:

Upload this document and any other supporting documentation to the club's records in the online data management system no later than July 31.

Charter Renewed for _____ Program Year Club is on a plan of improvement for _____ Program Year with the understanding to maintain their Charter a written set of goals must be in good faith accomplished.

Date _____

Revised 3/2023 Signatures

Extension Educator

Club Leader(s)
