



I/We understand the following:

The use of the 4-H name and emblem is granted on the basis that membership in the 4-H group named above of the Oklahoma Cooperative Extension Service is open to all eligible persons regardless of race, color, national origin, gender, religion, age, or disability and is an Equal Opportunity Employer.

The 4-H club/group is the local learning group in which 4-H members are involved. Club activities are critical to 4-H as they advocate both leadership and cooperation among club members. 4-H club activities encourage members:

- to develop decision-making skills
- to cooperate in group or team efforts
- to practice and refine leadership abilities
- to develop skills in group communication
- to try new and different ideas
- to gain new knowledge and skills
- to take pride in group or team endeavors
- to build self-confidence

The qualifications necessary to obtain a charter include:

1. At least five youth members from two or more families.
2. Certified volunteer(s) who care about working with members, teen leaders and parents.
3. Maintain a necessary/appropriate youth adult ratio.
4. A structure that gives members the shared responsibility for making decisions and operating the club.
5. An organized, fun and educational program planned by members, volunteers and parents.
6. Six or more club meetings during the year.
7. Participation in learning experiences outside of the local group.
8. Involvement in the community through service-learning.
9. Personal evaluation and recognition of progress on individual and group/club goals.
10. Effective blend of all five components of the 4-H Recognition Model.

To maintain a charter, a 4-H club is asked to:

1. Maintain an enrollment of five youth members from two or more families and certified volunteer(s). Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment.
2. Meet regularly, actively recruit and retain volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Submit annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office.
4. Complete an end of year report of club activities and submit to county Extension office.
5. Annual review financial accounting/funds from the county office/school activity fund/foundation and have approved by the club/club's leadership team. Submit to county office.
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
7. Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s).

Complete "4-H Club Financial Understanding" and submit with the Charter Application. (5/2019)

Complete the appropriate volunteer position description.

I understand the expectations and responsibility of managing a Chartered 4-H Club, I have signed the Position Description for being a club leader and completed page 2 of this application.

Volunteer Signature _____ **Date** _____

Volunteer Signature _____ **Date** _____



This page is to be completed by the Volunteer(s)

This is a fillable form and is NOT to be filled out by hand. Click on the appropriate box and enter the information.

County:

Club Name:

Description and/or purpose for the club:

Delivery Mode:

Meeting Location and address is required by the University.

Meeting Location:

Meeting Address:

This must be a street address recognized by the USPS.

Meeting City:

Meeting Zip:

Meeting Time and Date:

Example: 7:30 pm the first Monday of each month

Racially Mixed Community?

Integrated?

County Educator is responsible for completing all information below this line.

- For the safety of club membership, Chartered clubs should have a minimum of one certified volunteer, two strongly encouraged as best practice. As membership grows, the ratio of youth to adults is expected to grow.
The club will be "Inactive" until volunteer(s) have completed all Certification requirements and the Extension office has recorded the information in the Enrollment Data Management System.
To remove the "Inactive" status the Extension Office is responsible for notifying the state when a volunteer's certification is complete.
4-H Club Financial Understanding form is signed, scanned and saved as a PDF file and emailed to State Office with this application.
This form must be completed electronically/typed. Once filled in; print a hard copy, have all parties sign the document, scan and save as a PDF file and email to the State Office. DO NOT Fax the final document!

Name of Volunteer #1:

- NEW Volunteer - Enrollment completed online in the authorized/designated Enrollment System. The individual is actively engaged in the process of being certified - background check and trainings.
VETERAN Volunteer - Adults volunteer, without a break in service, in good standing (background check and trainings), and actively enrolled in the authorized/designated Enrollment System.
Club/Cloverbud Position Description completed in the online Enrollment System.

Name of Volunteer #2:

- NEW Volunteer - Enrollment completed online in the authorized/designated Enrollment System. The individual is actively engaged in the process of being certified - background check and trainings.
VETERAN Volunteer - Adults volunteer, without a break in service, in good standing (background check and trainings), and actively enrolled in the authorized/designated Enrollment System.
Club/Cloverbud Position Description completed in the online Enrollment System.

I have explained the rights, responsibilities and privileges associated with being a Chartered 4-H Club and the club is in agreement. I authorize their use the 4-H name and emblem in connection with its program and activities and consider them an official 4-H club of the Cooperative Extension Service in this county.

Educator's Signature

Date