

Club Charter Renewal

Club Name _____

Program Year _____

The charter renewal process is an educational practice that confirms 4-H's commitment to insuring clubs provide a quality experience and safe environment. The renewal process must be completed by August 31. The process is intended to assist a club and their leadership team in establishing goals and making progress toward those self-set goals.

1. **Club Management** - Submitted annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office. Club meet regularly and kept OCES informed of changes/additions to plans, completed 2/3rds of the plans and the club filed Activity and Event Intent Form 7 for activities outside 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 included a minimum of five or more youth from two or more families and certified volunteer(s). Annually the club actively recruits volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your 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 activity.
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)

	Excelled	Met standards	Needs Improvement – state what is to be improved

Comments:

Upload this completed document to the 4HOnline Club records before August 31 each year.

Record Charter RENEWEL or PROBATION in 4HOnline

Charter Renewed for _____ Program Year – upload signed form to 4HOnline

Club on probation for _____ Program Year with the understanding to maintain their Charter they must develop and implement written a plan of improvement.

Date _____

Signatures

Extension Educator _____

Club Leader(s) _____