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

1. The club/group has membership of at least 5 enrolled members. (Leader to list or attach to application)

Additional members are listed on the attached sheet (√) ___yes ___no (For Office Use)

2. The club/group has at least two enrolled and trained volunteer leaders. (Leader to list or attach to application)

Additional leaders are listed on the attached sheet (√) ___yes ___no (For Office Use)

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)

Signature of the 4-H Club/Group Organizational Leader: ___________________________ Date Signed: ________________

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 ACCESS 4-H.

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