



## WHAT IS A 4-H CLUB?

4-H is the premier youth development program of the U.S. Department of Agriculture (USDA). Originating in the early 1900's as "four-square education," the 4-H's (head-heart-hands-health) seek to promote positive youth development, facilitate learning and engage youth in the work of their community through the Cooperative Extension Service to enhance the quality of life. For more than a hundred years, 4-H has been dedicated to creating opportunities for youth that broaden skills and aspirations nurturing the full potential of youth.

### 4-H CLUB DEFINITION:

A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

### 4-H CLUB PURPOSE:

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the Land Grant University knowledge base.

### 4-H CLUB MEMBERSHIP:

4-H Club membership is open to all youth beginning at age 8 or 4th grade (with actual enrollment date determined by the state) and open to all young people as determined by each state but not to exceed beyond the age of 21. 4-H Club membership is open to all youth without regard to race, color, creed, religion, national origin, sex, marital status, disability, or public assistance. All 4-H members must be enrolled in the 4-H club each year.

### STRUCTURE OF A 4-H CLUB:

- ✓ Enrolls at least 5 youth members from at least 3 families.
- ✓ Conducts a minimum of 6 regular club meetings per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- ✓ Selects youth officers or youth leaders to provide leadership to the club.
- ✓ Meets in any location—a home, community center, military installation, library, public housing site, school, afterschool program, and/or many other places.
- ✓ Adapts to and supports mobility of youth and parents—linking them to 4-H programs in other counties and states.
- ✓ Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.
- ✓ Is advised by adult staff or volunteers who have been screened and trained.

### WHAT IS A 4-H PROJECT?

A 4-H Project is a planned sequence of age-appropriate and research-based learning opportunities. As a result of long-term active engagement in the project, the youth gains knowledge and develops skills based on planned goals and identified outcomes. 4-H project work is guided by trained adults who help youth set goals and provide access to appropriate curricula and resources.

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## THE EDUCATIONAL AND YOUTH DEVELOPMENT PRINCIPLES OF A 4-H CLUB:

- ✓ Uses experiential learning—learning by doing—as a primary teaching approach.
- ✓ Must have programming that shows evidence of promoting the Essential Elements of 4-H Youth Development.
- ✓ Includes planned opportunities to learn and apply life skills such as leadership, citizenship, community service and public speaking.
- ✓ Provides individual project experiences to develop in-depth knowledge about science, engineering and technology; citizenship; and healthy living.
- ✓ Provides programs, curricula, and procedures that are based in research and are developmentally appropriate.
- ✓ Provides members and volunteers access to resources of land-grant universities and to county, state, and national 4-H opportunities.
- ✓ Fosters youth-adult partnerships that encourage active involvement and participation by youth and adults.
- ✓ Provides safe and healthy physical and emotional environments.
- ✓ Offers projects in a wide range of subject matter areas relevant to the Land Grant University knowledge base to meet youth needs and interests.

## PROGRAM MANAGEMENT AND IMPLEMENTATION FOR A 4-H CLUB:

### A 4-H Club:

1. Selects its own club name. Club names must (for additional information please see the Fact Sheet on Naming 4-H Clubs/Units at <http://www.national4-hheadquarters.gov/>):
  - a. Be specific to the 4-H club or organization either through a unique name or by identifying the county or location. Not be overtly religious or represent the beliefs of one denomination over another;
  - b. Not imply that membership is limited or exclusive; and
  - c. Not be offensive or generally seen as demeaning to any group protected by equal opportunity regulations.
2. Develops a set of by-laws or rules approved by the members to govern the club.
3. Develops an annual educational plan.
4. Keeps records of their meetings and finances.
5. Complies with applicable state, Land Grant University and National 4-H Headquarters' policies.

## CHARTERING 4-H CLUBS:

A 4-H club must be chartered by National 4-H Headquarters at the U.S. Department of Agriculture and the appropriate State 4-H Program office in order to be recognized as part of 4-H, authorized to use the 4-H Name and Emblem, and to be eligible for tax exempt status. State 4-H offices should maintain documentation on the issuance of Charters to 4-H clubs in their states. The decision whether or not to charter a potential club or group is at the discretion of the State 4-H Program office and will not be reviewed by National 4-H Headquarters.

## 4-H NAME & EMBLEM:

The 4-H Name & Emblem is officially protected by the United States government under Title 18 U.S. Code 707. The situations in which it may be used, the manner in which it may be displayed, and the text style and colors required for its reproduction are all specified. 4-H clubs must meet these standards when using the 4-H name and emblem. Guidelines for using the 4-H Name and Emblem can be found on the National 4-H Headquarters website at <http://www.national4-hheadquarters.gov/>.

## FISCAL & TAX ISSUES FOR 4-H CLUBS:

Chartered 4-H Clubs may be granted an exemption for paying taxes on income generated by the club in the name of 4-H and intended to benefit the club or 4-H overall. If the club raises funds, it must have a federal EIN number for the club and accounting systems in place for the funds and needs to request inclusion under the federal 4-H tax exempt status. These clubs are also required to electronically file a 990-N with the IRS each year, even if they do not raise funds in that year. Information on 4-H tax exempt filing requirements and applications can be found on the National 4-H Headquarters website at <http://www.national4-hheadquarters.gov/>.

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## RISK MANAGEMENT:

Risk management policies and procedures for 4-H clubs are established by each state 4-H program. Issues concerning risk management, including liability and accident insurance are not the responsibility of National 4-H Headquarters, CSREES, USDA and must be addressed locally.

## OTHER DELIVERY METHODS IN 4-H PROGRAMS:

- ✓ School Enrichment
- ✓ Afterschool Programs
- ✓ Day Camps and Residential Camps

## OTHER PROGRAM COMPONENTS:

### Kindergarten-3<sup>rd</sup> Grade Programs (Cloverbuds, Cloverkids, etc.):

Some states offer age-appropriate programs designed especially for children in Kindergarten through 3<sup>rd</sup> grade. These programs require more adult supervision and cooperative learning rather than competition. Guidelines for Kindergarten-3<sup>rd</sup> grade programs can be found on the National 4-H Headquarters website at <http://www.national4-hheadquarters.gov/>.

### Collegiate 4-H:

Collegiate 4-H clubs are student organizations based on university campuses nationwide. These clubs provide opportunities for members to develop leadership skills, engage in meaningful group projects, enjoy social activities with their peers, have a sense of identity and community on campus, provide service and support to local and state communities and 4-H programs, and for many, facilitate 4-H members' transition to 4-H volunteers or extension professionals. For more information, visit <http://www.collegiate4h.org/>.

### Families, Independent Members, and Others:

For many youth, their exposure to 4-H experiences and learning materials comes through activities conducted either within their family or as independent members. While 4-H encourages participation in club settings to promote friendships and interaction with other youth and adults, for some youth, this is not always possible. Families and independent members are welcome to participate as part of the 4-H experience, however, the IRS and National 4-H Policies prohibit 4-H families or independent members from inclusion under the 4-H General Exemption Number as a tax-exempt entity, and from raising funds for their specific family group or members.

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The 4-H Club Name and Emblem are held in trust by the Secretary of the United States Department of Agriculture for the educational and character-building purposes of the 4-H program and can be used only as authorized by the statute and according to the authorization of the Secretary or National 4-H Headquarters. Within each state, the State 4-H Program Office and Cooperative Extension Service has the designated authority for state and local 4-H youth development programs. Each State 4-H Program Office determines appropriate policies and practices in accordance with federal regulations, state and local policies, and university regulations. Please consult your State 4-H Program Office for more specific requirements or information related to 4-H youth development programming within your state or local area.

Revised September 2008



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## RELIGION AND 4-H YOUTH DEVELOPMENT PROGRAMS

The United States Department of Agriculture (USDA), which is home to National 4-H Headquarters and the 4-H Youth Development Program, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status. As a result, 4-H programs must have secular purposes focused on education and must not advance religion. Promoting religion, or explicitly or implicitly requiring religion or practices that specifically support one denomination, such as Christianity, as a condition for participation in 4-H club meetings or activities not only has religious purpose, it has the obvious effect of promoting one religion over others and can create a barrier for participation among other groups. If 4-H activities and programs included prescribed religious prayers, scriptures, or religious components to club bylaws, activities, or names, it would inject impermissible sectarian overtones. Such violations could create the impression that 4-H is not open to participation by all.

4-H youth development programs and all of their delivery methods, including clubs, school enrichment programs, afterschool programs, camps, and others are the programmatic outreach from the Land Grant University and USDA to our youngest citizens. Although local 4-H clubs and programs are voluntary associations of citizens, these youth clubs and programs were conceived, organized, and promoted by Cooperative Extension as a means of carrying out responsibilities under the Smith-Lever Act, 7 U.S.C. 341, *et. seq.* Given that, the 4-H Clubs or programs should not engage in those activities that are prohibited to federal and state governments by the Constitution. The 4-H club members, volunteers, parents, and 4-H educators and paraprofessionals cannot promote activities, through the Cooperative Extension or its programs, that the Cooperative Extension, Land Grant University, or USDA cannot promote directly.

The First Amendment to the United States Constitution requires government neutrality with regard to religion. Under present law, the principle that government may accommodate the free exercise of religion does not supersede the fundamental limitations imposed by the establishment of the religions clause of the First Amendment. Issues regarding the “separation of Church and State” under the First Amendment are both complex and situation-dependent.

4-H participation in religious activities does not violate the “separation of Church and State” when: 1) The purpose of participating is secular; 2) the primary effect of participating will not be to advance religion; and 3) the participation will not excessively entangle the affairs of the government with the affairs of the church.

If the scheduling of religious prayers, for example, reflects a secular purpose of setting a tone of solemnity prior to a meeting or meal, and the prayers are nondenominational or various prayers reflecting a variety of religious traditions are utilized, then this would be acceptable. 4-H programs may also engage in activities that neither advance nor inhibit religion, allowing moments of silence, for example.

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## QUESTIONS RELATED TO RELIGION AND 4-H

Can 4-H Clubs include specific and overt references to a specific religious tradition within their club or program names?

No, 4-H club names that promote specific religious perspectives or icons promote the ideals of religious life and are not secular. Promoting such ideals in 4-H programs, clubs, or activities not only has religious purpose, it promotes one religion over others, and it creates the impression that 4-H is not open to all regardless of their religious standing.

Can 4-H club members and 4-H volunteers hold prescribed religious prayers and Bible readings?

4-H club members and volunteers could use a neutral or nondenominational prayer or reflection to create an environment of solemnity, or to gather a group for a shared meal, but these should not be specific to one denomination or they should vary to reflect a number of traditions.

For questions concerning 4-H Clubs or Affiliated 4-H Organizations, please contact either your State 4-H Program Office or the National 4-H Headquarters—USDA at (202) 720-2908 or email at [4-H\\_N&E@csrees.usda.gov](mailto:4-H_N&E@csrees.usda.gov). For more information, please visit <http://www.national4-hheadquarters.gov/>.



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# North Carolina 4-H

## 4-H Club Leader Position Description



NC STATE

EXTENSION

### **Purpose:**

Help 4-H club members grow and reach their fullest potential by supporting them to conduct meaningful, educational experiences. Inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities that lead youth to become successful, contributing members of society.

### **Develop a caring relationship with members.**

- Become an advisor, guide, and mentor.
- Each member is a unique individual with unique needs. Take time to listen and visit casually with each young person.

### **Create a safe environment for members.**

- Help youth feel welcome and safe from physical or emotional harm.
- Encourage participation and welcome the ideas of youth and parents.
- Ensure adequate supervision at all club functions.

### **Provide opportunities for youth to feel capable and experience success, developing self-confidence.**

- Help youth find resources to explore projects and activities.
- Provide meaningful learning experiences.
- Model and teach that failure or frustration is part of learning experience.
- Be fair and consistent in enforcing rules and giving feedback.

### **Provide opportunities for youth to value and practice service to others.**

- Encourage youth to consider the feelings of others.
- Encourage youth mentoring each other.
- Allow youth to choose their service projects based on what is important to them and their community.

### **Provide opportunities for youth to make decisions.**

- Provide opportunities for youth to feel they have impact over their lives.
- Allow youth to make decisions about how the club functions and its activities.
- Engage members in creating a yearly club activity calendar.
- If you choose to have officers in your club, help them learn their responsibilities and train them to run their meetings, develop committees and plan and conduct activities.

### **Create an inclusive environment.**

- Involve members in developing club programs, project work, community service, social events, and participation in county, district, and state 4-H events.
- Serve as a primary communication link between the county Extension office/county 4-H professional and the club.
- Follow-up with members who miss meetings.
- Continually provide feedback to members. Give them advice and praise.
- Have members provide feedback to you. Ask members how you can help them even more than you are now.

### **Keep up-to-date and trained.**

- Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other advisors informed.
- Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- Participate in new volunteer training.
- Participate in once a year required volunteer trainings.

Adapted from Iowa State University, Iowa 4-H Program

**Qualifications/Skills Needed:**

- Sincere interest in the safety and well-being of youth.
- Ability to teach and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership in youth.
- Successfully pass through Child Protection and Safety Policy screening process.
- Ability to organize information and materials and delegate responsibility.
- Ability to work and communicate effectively both verbally and written.
- Ability to motivate parents and other volunteers to assume leadership positions.
- Ability to work with minimal supervision from professional staff.
- Interest in working with other volunteers and professional staff in an educational setting.
- Willingness to follow the philosophy, policies, and procedures of North Carolina 4-H and NC State University or NC A&T State University

**Support:**

- Extension agrees to provide training that will help the volunteer meet the needs of members, leaders, and parents.
- Provide appropriate educational materials.
- Offer professional assistance.
- Provide appropriate recognition and awards.

**Appointed by:**

- County 4-H Agent following successful application and screening process

**Responsible to and receives counsel and guidance from:**

- County 4-H Staff
- Youth
- 4-H Specialists

**Length of Commitment:**

- Unlimited

# North Carolina 4-H

## Checklist for Starting a New 4-H Club



**NC STATE**  
EXTENSION

Club Name: \_\_\_\_\_

Club Leader (s) Name: \_\_\_\_\_

Date Club Officially Began: \_\_\_\_\_

Date Club Dissolved: \_\_\_\_\_

### To Do

To Be Completed  
By

Completed

Identify potential 4-H Volunteer Leaders & recruit 4-H Leader for club

Provide position description and brief introduction 4-H to leaders

Develop a promotion and marketing plan to reach target audience & market the 4-H Club

Have 4-H Leaders register in 4-HOnline including appropriate screening

Complete volunteer training (see suggested list on following page)

Set up regular schedule trainings.

Identify 4-H members ages 5-18(minimum of 5 youth from 3 different families)

Conduct Interest with 4-H'ers and parents

- Have 4-H Members complete the 4-HOnline enrollment
- Selected a location, set dates and times for the meetings – usually done with club members
- Discuss possible community service projects and youth leadership opportunities for your club members

Develop Six-Month Plan of Work – usually done with club members.

Agent will collect Six-Month Plan of Work – upload to NC 4-H Club google drive for State Office.

All Reasonable Efforts form (Leader completes and Agent will collect)

Club has determined if they will have a checking account. If so, collect the appropriate paperwork:

<https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/club-operations/club-finances/>

Club leader has attended required trainings

Complete Charter Application - Leader

Provide Charter to 4-H Club once you have everything in place - Agent

Club meeting visit (at least once per year by Agent)

## Volunteer Training Opportunities

The 4-H staff person and volunteer discuss volunteer training options and determine needs based on the volunteer's expertise, experience, and knowledge of 4-H and youth development.

| Suggested Training Topics  | Required/Suggested      | Date Completed |
|--|-------------------------|----------------|
| What is 4-H?   | S                       |                |
| Experiential Learning  | S                       |                |
| 4-H Clover Guidelines/Regulations  | R                       |                |
| 4-H Financial Management if they are going to handle money   | S unless handling money |                |
| Life Skills  | S                       |                |
| Ages & Stages  | S                       |                |
| 4-H Curriculum   | S                       |                |
| County 4-H Guidelines  | R                       |                |
| Minors on Campus Required Video – will be assigned once you add this club to your Club Reporter registration | R                       |                |
| Required training for specific clubs: ie shooting sports, etc. if appropriate                                | R                       |                |

S= Suggested

R = Required

### Resources to help in training:

<https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/>

<https://4-hmilitarypartnerships.org/resources/educator-resources/4-H-101:-The-Basics-of-Starting-a-4-H-Club>



## Naming 4-H Clubs (or units, events, programs, website, etc)

Naming 4-H clubs, units, programs, events, and/or websites is an important matter within the 4-H program as the name selected for an individual 4-H entity is the public face that showcases 4-H to the greater community. The 4-H system nationwide strives to maintain and enhance a positive public image of 4-H. The 4-H Name and Emblem are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H Name and Emblem with the same level of protection afforded other federal marks, such as the Seal of the President of the United States. As a result, use of the 4-H Name and Emblem is subject to regulations and policies determined by 4-H National Headquarters, NIFA at USDA, and the approval of the appropriate State 4-H Program Office.

Once a 4-H activity is approved, youth members, adult volunteer leaders, and others may work together to select a name for a new 4-H entity. This name should reflect the unique individual character of the group while presenting a positive image of 4-H to the greater community. It is essential that any additional logo or images used in conjunction with the 4-H Name and Emblem on club materials, such as signs, jackets, t-shirts, stationary, etc., as well as web pages, also reflect this positive image of 4-H and are also subject to the guidance contained within this Fact Sheet.

All applicable policies and regulations of the 4-H program impact the guidance for naming 4-H clubs and entities including but not limited to Title IX and Civil Rights.

### GUIDANCE

Names must be Specific - The selected name should be specific to the individual 4-H club or entity either through a unique name like “Show-n-Grow 4-H Club” or by identifying the community or county location like “Johnson County 4-H Teen Club.”

Names should not imply Exclusivity - The selected name should not imply that its membership is limited or exclusive to any group. For example, names such as 4-H Lads or 4-H Lassies would be inappropriate.

Names should not be Overtly Religious - The selected name cannot be overtly religious or represent the beliefs of one denomination over another. 4-H clubs with names like “God’s Children,” or “4-H’ers for Jesus” or “Park Synagogue 4-H” would be inappropriate. NOTE: Some communities have a historically religious name which through the passage of time has lost the religious connotation. Therefore a 4-H Club might be called the “San Francisco All Stars” and be in compliance with 4-H naming standards.

Names should not be Offensive - The selected name should showcase 4-H as a positive, safe and open environment for young people. Names which are offensive or generally seen as demeaning to any group or



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## 4-H National Headquarters Fact Sheet

set of individuals protected by equal opportunity regulations are to be avoided. “4-H Mafia” or the “White Knights 4-H Club” would be examples of inappropriate choices.

Names should foster the Character-Building Purpose of 4-H - The selected name should reflect the positive character-building purposes of the 4-H Program. Consequently, a club or event named after questionable or notorious historical figures such as “Billy the Kid 4-H” or “Jack the Ripper 4-H” would be inappropriate.

Names should be Sustainable over Time - Once a club is chartered or an event named, it’s unlikely that the name will be changed. Therefore, it is important that the selected name be able to withstand the test of time avoiding being too trendy (e.g., The Bell Bottom Belles) or too juvenile (e.g., Little Clover Kittens).

Names should comply with Copyright Regulations - Avoid using the names of TV shows, public figures, singing groups, popular products, etc., that may not only enjoy a short-lived popularity, but may also be a copyright violation of a commercial name.

Virtual groups such as Facebook or MySpace are subject to the same 4-H Name and Emblem regulations as other 4-H methodologies and resources.

Ultimately, chartering and the approval of names for state and local 4-H clubs, program, events, units and web pages is at the discretion of each State 4-H Office as designated by 4-H National Headquarters, NIFA at USDA. Chartering and the approval of names for regional and national 4-H programs, events, units, and web pages is at the discretion of 4-H National Headquarters.

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For questions concerning 4-H Clubs or Affiliated 4-H Organizations, please contact the 4-H National Headquarters—USDA at (202) 720-2908 or at [4hhq@csrees.usda.gov](mailto:4hhq@csrees.usda.gov).

For additional Fact Sheets, or other materials related to 4-H programming, please visit <http://www.national4-hheadquarters.gov/>.

**All Reasonable Efforts-Affirmative Action/4-H Club Non-discrimination Form**

Date

Dear \_\_\_\_\_ Club/Group:

The \_\_\_\_\_ County Cooperative Extension Center is committed to furthering the educational purposes of North Carolina Cooperative Extension in compliance with all civil rights legislation.

In furtherance of this, we obtain assurance from all clubs with whom we work that they will follow non-discriminatory practices and ensure that all programs, activities, and participation is offered without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information. Certification of non-discrimination is documented by signing and returning one an original of this letter to the Cooperative Extension Office. Please maintain a copy of this for your files as well.

The federal requirements state that if certification is not provided, the organization will be notified in writing that Cooperative Extension can no longer give assistance to your club or organization's efforts.

We respectfully request your compliance with this effort to provide a welcoming and equal opportunity for all citizens to benefit from the services provided by North Carolina Cooperative Extension through your club. We appreciate your involvement in our efforts and look forward to working with you.

Sincerely,

Name  
Title  
Program Area

This is to certify that \_\_\_\_\_ (club/organization name) has a policy of open membership and participation, and further that it ensures non-discriminatory treatment as outlined above in offering all of its programs and activities.

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Signature, President or Chair Date

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Signature, Vice-President or Vice-Chair, Secretary or other Officer Date

**For Office Use:**  
Received by \_\_\_\_\_ Date: \_\_\_\_\_

## North Carolina 4-H Name and Emblem Application



Groups and or Clubs seeking to use the 4-H Name and Emblem must complete and submit this application. Upon approval by county Extension staff, permission will be given.

**County:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Type of Group:**

**Council / Association / Special Interest Group / Clubs/ Other:**

**Name of Group:** \_\_\_\_\_

**Name of Volunteer Leader (primary contact):** \_\_\_\_\_

**Volunteer Mailing Address:** \_\_\_\_\_

**Volunteer E-mail:** \_\_\_\_\_

**Goal & Objective of group applying for 4-H Emblem & Name use:** \_\_\_\_\_

\_\_\_\_\_

**Date(s) & Time(s) of Meetings:**

\_\_\_\_\_

\_\_\_\_\_

**Please describe how the clover will be used:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will your group be handling funds? Yes**

**No**

**Please note:**

-Groups handling funds must designate one adult volunteer to be responsible for fund management. Groups handling funds must also work with the county 4-H professional in accordance with NC 4-H guidelines found in the NC 4-H Treasurers Guidebook.

- Groups must register annually to maintain the use of the 4-H name and emblem.

**To be completed by Extension office:**

**Approved by:** \_\_\_\_\_, **Title:** \_\_\_\_\_

**Registration Expiration date:** \_\_\_\_\_

(Expires 1 year from date of application approval)

Revised 3/19

# North Carolina 4-H

## 4-H Chartering Requirements



NC STATE  
EXTENSION

One of the important components of the club process is Chartering. The Club Charter identifies a group as an organized 4-H club and is authorized to use the 4-H name and emblem for educational purposes. Charters stay with the club as long as it is in existence. All clubs are expected to operate within the chartering framework and utilize best practices of youth development.

The charter does not have to be renewed when leaders change or minor revisions are made in the club structure (i.e. the club changes from a community club to a project specific club). However, in the case of a chartered club that splits into two (or more Clubs) due to growth in club numbers, project club development, organizational changes, etc. the Charter should remain with the original founding individual, sponsoring agency or group. All money raised by the chartered club should remain with the original chartered club. The new club(s) should move immediately to reorganize and file for a charter under their new name and leadership.

### *The 4-H Club Charter Requirements*

The following are the minimum requirements for a new club to initially receive their charter. Only clubs that hold a charter may use the 4-H logo and emblem.

1. Clubs has a membership of at least 5 members from 3 different families.
2. Trained adult and teen volunteers guide the club during the year.
3. A written program of work has been completed for the first 6 meetings and has been submitted to the county Cooperative Extension office.
4. A club is organized with appropriate youth leaders that are either rotated or elected.
5. Club members have been enrolled in 4-HOnline.

Before issuing a charter to a club, the county Cooperative Extension Office must have an approved 4-H charter application on file.

### *The 4-H Club Charter Seal renewal requirements:*

The following are the minimum requirements for a 4-H club to renew their charter. 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 the requirements, clubs should receive the gold seal and place on the original charter.

- 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 in 4-HOnline by volunteer and members.

- Annual financial report & 990 filed has been submitted to County Cooperative Extension Office (if club has a checking account)\*
- The club completed at least one community service project during the year.
- Volunteers have had appropriate training as required by county 4-H Agent.
- Volunteers have been appropriately screened and approved.
- Volunteers have completed the Minors on Campus required video training
- Club leader has attended a minimum of two 4-H volunteer trainings during the calendar year.

***The 4-H Club Emerald Seal requirements:***

The following are the minimum requirements for a 4-H Club to receive an Emerald Seal. 4-H Clubs are not required to apply for an Emerald Seal. These specific requirements are based on research defining best practice for 4-H clubs. The Emerald Charter Seal is attached to the Club Charter at the time of renewal. Seals should be presented to a club at the appropriate club or meeting.

Agents and volunteer leaders must initial the following requirements for charter renewal.

**Must meet all of Gold Requirements plus those listed below:**

- 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) on a separate sheet.
- 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 projects 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.*
- Club leader has attended a minimum of **two** 4-H volunteer trainings during the calendar year.



# 4-H Club and Groups Charter Application: Initial and Renewal

To be authorized to use the 4-H Name & Emblem, all 4-H Clubs and Groups must complete and return this packet to the County Extension Office.

County Due Date: \_\_\_\_\_

County: \_\_\_\_\_ Today's Date (mm/dd/yy): \_\_\_\_\_

Name of 4-H Club or Group: \_\_\_\_\_

4-H Club: \_\_\_\_\_ 4-H Group: \_\_\_\_\_

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

Name of All 4-H Club Contact/Volunteer/Group Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Approved adult leaders/volunteers who are working with the 4-H Club or Group has completed the requirements for the Youth Protection Policy.

Primary Phone: \_\_\_\_\_

Please indicate application status: Initial \_\_\_ Re-charter (Gold Seal)\_\_\_ Re-charter (Emerald Seal) \_\_\_ SPIN \_\_\_

Regular 4-H Club or Group meeting time: Day of month: \_\_\_\_\_

Time: \_\_\_\_\_

Location where 4-H Club or Group meeting normally will be held: \_\_\_\_\_

Does the 4-H Club or Group have a Facebook or other social media site? Yes  No

If yes, address of all sites: \_\_\_\_\_

Does your 4-H Club or Groups have bylaws? If so, please attach a copy to this application. If not, please work to develop one for your club or group.

Date of last update: \_\_\_\_\_

### 4-H Club Charter Application Requirements

Clubs applying for initial charter need to complete questions above and #1 - 2 Clubs applying for annual renewal complete questions above and #1-3 (Gold Level Requirements), while clubs seeking Emerald Seal status must complete the entire form and must meet requirements for those listed under Gold and Emerald.

#### 1. Slate of Officers: (5-7 year old exempt)

President \_\_\_\_\_ Vice- President \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer\* \_\_\_\_\_

–

**Other please explain below:**

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**2. Plan of work for first 6 meetings: (Attached to this document)**

**3. Charter renewal requirements – see below**

**Gold Seal Requirements:**

- 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 in 4-HOnline by volunteer and members.
- \_\_\_\_\_   \_\_\_\_\_ Annual financial report & 990 filed has been submitted to County Cooperative Extension Office (if club has a checking account)\*
- \_\_\_\_\_   \_\_\_\_\_ The club completed at least one community service project during the year.
- \_\_\_\_\_   \_\_\_\_\_ 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.
- 

**Emerald Seal Requirements:**

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

**Must meet all of Gold Requirements plus those listed below:**

**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) on a separate sheet.
- \_\_\_\_\_   \_\_\_\_\_ 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 projects 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.*
- \_\_\_\_\_   \_\_\_\_\_ 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.
- 

By signing below, your club or group indicates it is in compliance with all of the 4-H charter requirements listed on this document.

\_\_\_\_\_  
4-H Volunteer Leader Printed Name:

\_\_\_\_\_  
4-H Volunteer Leader Signature

Date of today: \_\_\_\_\_

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_ Type of

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

### 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 |
|------|-----------------------------|------------------------------------|
|      |                             |                                    |
|      |                             |                                    |
|      |                             |                                    |
|      |                             |                                    |
|      |                             |                                    |
|      |                             |                                    |
|      |                             |                                    |

# 4-H CLUB MEETING - Agenda Template

(The following items should be discussed and completed at every Club meeting)

**Call meeting to order:** Date

Time:

Flag salute and 4-H pledge to be led by

Member Roll Call:

Introduction of guests by:

Reading and Approval of minutes by:

Treasurer's Report by:

Correspondence Report by:

Officers' Reports by:

4-H Council Report by:

Committee Reports by:

Project Reports by:

Old Business:

New Business:

Announcements:

Adjournment:

Educational Program introduced by:

Singing led by:

Recreation led by:

## Sample 4-H Club Bylaws

County: \_\_\_\_\_ 4-H Club: \_\_\_\_\_

Adopted: \_\_\_\_\_ (*insert date here*)

### ARTICLE I: Name and Objectives

- Section 1: The name of this organization shall be the \_\_\_\_\_  
4-H Club.
- Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be
- i. To provide learning situations for the development of leadership, responsibility and effective citizenship.
  - ii. To provide educational opportunities for young people in <name of county>, enabling them to become knowledgeable and skilled in their selected project areas.
  - iii. To provide information and training through participation in 4-H activities as members' interests dictate.
  - iv. To help each member experience personal growth and achievement, as well as be of service to others.

### ARTICLE II: Membership

- Section 1. This club will follow current North Carolina 4-H policy requirements that define eligibility age for membership. Members will be accepted without regard to race, color, sex, disability, religion, or national origin. This club *<will or will not>* accept Cloverbud 4-H members. *<Optional: This club will accept a maximum number of members each year. Once capacity is met, enrollment will be closed for that 4-H program year until a vacancy occurs.>*
- Section 2. Any age-eligible youth who has completed individual enrollment (including name and address) in an organized, ongoing local 4-H unit, and is aware of his/her involvement in 4-H is considered a 4-H member. New members must complete a 4-H Enrollment Form at a regular club meeting before being accepted into membership of the club. All returning members must re-enroll using a 4-H Enrollment Form each 4-H program year.
- Section 3. Members are not required to pay dues but may be expected to participate in fund raising activities of the club.

Section 4. All members should be engaged in at least one 4-H educational project or activity each year, and will complete and turn in a project record form or other appropriate paperwork summarizing their educational activity.

### **ARTICLE III: Officers and Elections**

Section 1. The officers of the club shall be president, vice-president, secretary, treasurer, *< add others according to club size & structure –for example; reporter, health officer, parliamentarian, recreation leader, historian, song leader, etc.>*.

Section 2. Officers shall be elected annually from the membership. Officers shall serve for a term of one year beginning October 1 and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

Section 2a. A nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of three to seven members and one to two adult club leaders. This committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by a member appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four additional members to official leadership roles as the need arises. Those appointed become members of the executive committee.

### **ARTICLE IV: Duties of Officers**

Section 1. Duties of the president shall be

- (a) To preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
- (b) To appoint standing and special committees.
- (c) To serve as an ex-officio member of each committee, except the nominating committee.

Section 2. Duties of the vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer.
- (c) To serve as chairman of the program committee.

- (d) To serve as an ex-officio member of each committee, except the nominating committee.

Section 3. Duties of the secretary shall be

- (a) To keep a full and correct record of all proceedings of the club.
- (b) To have charge of club correspondence.
- (c) To keep the roll and read the minutes at each meeting.

Section 4. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the club.
- (b) To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
- (c) To keep an accurate record of the receipt and expenditures of all funds.
- (d) To present a financial statement when requested to do so.
- (e) To serve as chairman of the finance committee.

Section 5. Duties of the reporter shall be

- (a) To report activities of the club to local news media.
- (b) To report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 6. Duties of the parliamentarian shall be

- (a) To provide advice to the presiding officer on parliamentary procedure.
- (b) To instruct members in correct parliamentary procedure.

Section 7. Duties of the health officer shall be

- (a) To provide the club with the North Carolina 4-H health program materials.
- (b) To provide suggested club activities that promote good health practices.

Section 8. Duties of the recreation officer shall be

- (a) To attend training and/or collect games and activities for club meetings.
- (b) To conduct icebreakers and recreation at each club meeting or activity.

Section 9. Duties of the song leader shall be

- (a) To learn and/or collect songs to lead at 4-H clubs or activities.
- (b) To lead appropriate songs, at 4-H meetings and activities when called upon to do so by the officers or club leaders.

*<Add other officers & duties as needed>*

## ARTICLE V: Committees and Duties

Section 1. The standing committees of the club shall be *<Examples may include: finance, membership, program, social, community service, or others>*. These committees shall be appointed by the executive committee and the organizational club leader at the beginning of the year for a one-year term.

Section 2. Duties of the standing committees shall be

*<Select those which apply>*

- (a) Finance – The finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year. The committee shall assist the treasurer in completing the annual year end reports to submit to the county Extension Office.
- (b) Membership – The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.
- (c) Program – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) Social – The social committee shall be responsible for providing recreation at each club meeting, for all special activities during the year, and for recruiting member families to provide refreshments and be hosts and hostesses for each regular meeting.
- (e) Community Service – The community service committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefiting the community and county.

Section 3. Other committees may be named as the need arises.

## ARTICLE VI: Meetings

Section 1. Regular meetings of this club shall be held on the \_\_\_\_\_ of each month. *<Or, something similar to this: This club will meet a minimum of eight times per year. A calendar of meeting dates, times, and locations will be distributed to members.>*

- Section 2. Special meetings may be called by the president and/or the organizational club leader.
- Section 3. 4-H Club meetings will include business, social, recreation, and learning activities.
- Section 4. In order to conduct official business (vote, approve reports, etc.), a quorum of at least fifty percent (50%) of the total club membership must be present.

#### **ARTICLE VII: Procedure**

- Section 1: Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.
- Section 2: The order of business for regular meetings is:

- Call to order
- Reflections or Inspiration
- Roll call; determination of quorum
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports – officers, committees, projects groups, special activities, leaders
- Unfinished business
- New business
- Educational Program
- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker presenting the Educational Program.

#### **ARTICLE VIII: Club Disbandment**

Should the club disband, all real property, including money, equipment and land, shall, within 30 days, become the property of the <name of county> County 4-H Program for care and disposition. The real property will be transferred to <insert the name of the organization in here-- usually will be a County 4-H Leader's Association or a County 4-H Foundation>. The last official duty of the club's organizational leader shall be to affect the transfer of club property and to turn over all club records to the County Extension agent.

#### **ARTICLE IX: Amendments**

- Section 1: These bylaws may be amended at any regular or special meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. A quorum must be present for the vote. Amendments must not conflict with 4-H philosophy, rules or policy.