



## **4-H Club Charter**

A 4-H Club Charter allows a group to use the 4-H Name & Emblem, with related rights and responsibilities.

For 2022, all 4-H Charters must be re-issued. The interested group of youth and volunteers should review, complete, and submit the “Application to be a chartered 4-H Club” which provides communication, education, and accountability for being a 4-H Club. After County Extension 4-H staff grant a 4-H Charter (certificate), a club may operate for the designated 4-H year, within those standards.

The County Extension 4-H staff may execute this charter process through paper forms, scanning and emailing completed forms or mailing completed forms to the State 4-H Office 106 Ballard Extension Hall; 2591 SW Campus Way; Attention: Trisha Applebee. Additionally, you may use an online format such as Google forms, contact Trisha Applebee for access.

## **Rights and Responsibilities of a Chartered 4-H Club**

When a group decides to form a 4-H club, it agrees to function within the high standards assigned to the National 4-H Name & Emblem.

4-H staff will issue a Charter which formally grants:

1. Authorization to use the 4-H Name & Emblem in accordance with its educational mission (including option to raise, allocate, and disburse funds within those guidelines), and
2. Be included under the tax-exempt group ruling for Oregon 4-H.

National 4-H Fact Sheets: “Charters: The Key to Official Recognition” Jan 2008 & “4-H’s Public Partnership: USDA @ Land Grant Institutions” Aug 2011

## **Use of 4-H Name & Emblem**

The 4-H Name and Emblem is federally protected (18 USC 707) as the official trademark of USDA for Extension 4-H youth development education in land-grant systems. The National 4-H Headquarters, with state 4-H Program Leaders and County 4-H staff, are designated by the Secretary of Agriculture to charter groups to use and function under those rights and responsibilities with the 4-H educational mission. The 4-H Youth Development Program is the nation’s largest non-formal, out-of-school, youth development program.

## **High Standards**

The youth development mission of the 4-H Program is achieved through partnerships with approved volunteers, who are key partners, in providing high quality 4-H club experiences for youth. Volunteers also serve as teachers, role models, mentors, and guides for youth. When 4-H clubs meet regularly, volunteers provide age-appropriate experiences youth need to thrive and reach their potential.

## **Quality 4-H Programming**

OSU Extension Staff and 4-H volunteers have access to education and resources for the purpose of providing high quality 4-H programs. During 4-H programming, they help youth:

- Belong in a group that develops positive relationships with peers and adults.
- Find their spark; develop and master skills for a successful transition to adulthood.
- Be generous and contributing citizens through community involvement and service.
- Practice independence through decision-making in a consistently, safe environment.
- Be actively involved (planning, doing, reflecting) and challenged in their own learning.
- Have fun!

## Standards for a Chartered 4-H Club

Together, 4-H youth and volunteers review, date, or check (✓) the following statements to apply for a 4-H Club Charter. Return these pages (2 and 3) to 4-H staff at the local county Extension 4-H Office.

\*4-H staff will monitor status of items checked (✓) 'in progress' for accomplishment in reasonable time.

**NOTE: A group shall have a Charter before using the 4-H Name @ Emblem or conducting financial business.**

Date Completed      Or (✓) In Progress\*  
e.g., 2/4/2025

### 1. 4-H Club Organization

Date Completed      In Progress

\_\_\_/\_\_\_/\_\_\_      \_\_\_      A. To establish a welcoming place to learn, we agree to choose a club name that is inclusive and does not discriminate against any interested youth (inclusive without regard to race, color, religion, national origin, gender, disability, sexual orientation, or marital/parental status) today or in the future. Youth from historically underrepresented groups are welcome in 4-H. (*Oregon 4-H Policy Manual 2.1*)  
Upon verbal approval by the local OSU Extension 4-H staff, the name of this 4-H club/group is: \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_      \_\_\_      B. The 4-H Name & Emblem is protected by Federal law. This 4-H Club agrees to read and understand how to use the 4-H Name & Emblem appropriately. See National 4-H Fact Sheet "Use of the 4-H Name & Emblem." (*Oregon 4-H Policy Manual 1.5 and 4.3.1*)

\_\_\_/\_\_\_/\_\_\_      \_\_\_      C. To expand and practice healthy relationships beyond one's family, this 4-H Club agrees to establish the goal to recruit and enroll at least five (5) members from at least three (3) different families to participate. (*Oregon 4-H Policy Manual 4.3*)

### 2. Club Meetings and Education

\_\_\_/\_\_\_/\_\_\_      \_\_\_      A. To encourage learning and challenge growth, we agree that members will knowingly participate in a minimum of six (6) hours of planned, group activities (meetings, service, workshops) to qualify as 4-H programming. (*Oregon 4-H Policy Manual 2.4*)

\_\_\_/\_\_\_/\_\_\_      \_\_\_      B. To provide an ongoing, positive learning environment, we will schedule more than six (6) club meetings during a 4-H year (Oct. 1 – Sept. 30) to ensure members may participate in the minimum six (6) hours of planned programming.

\_\_\_/\_\_\_/\_\_\_      \_\_\_      C. To provide quality 4-H programming and help youth thrive, 4-H club meetings will include: business (led by members), education, and fun.

\_\_\_/\_\_\_/\_\_\_      \_\_\_      D. To help youth practice decision-making in a safe environment, 4-H clubs often choose 'officer' and committee roles to practice decision-making and leadership skills beside caring volunteers. Each club may choose ways for youth to practice these skills. This group will:  
\_\_\_\_\_

### 3. Fund Raising under the 4-H Name & Emblem

\_\_\_/\_\_\_/\_\_\_      \_\_\_      A. If our club chooses to do fund-raising, we agree to:  
(1) Submit our plan (*Intent to Raise Funds*) to County 4-H staff prior to fund raising, and  
(2) Follow the established protocol for conducting fund-raising and submitting reports.

**4. Adult Supervision**

\_\_\_/\_\_\_/\_\_\_

A. For safety, this 4-H Club is supervised by a minimum of two (2) approved 4-H volunteers, with at least one volunteer being age 25 or older. *State-wide minimum volunteer 'approval' process includes submitting an application, 3 references, authorizing a background check, and receiving (3 hrs) of volunteer orientation. Annual enrollment includes signing "Conditions of Volunteer Service," "Standards of Behavior for Adults Working in Programs and Activities with Minors," and completing the "Youth Safety Training" annually.*

(1) 1 Volunteer (age 25 or older) is: \_\_\_\_\_

(2) 1 Volunteer (minimum age 18 or 3 years older than youth being supervised) is: \_\_\_\_\_

**5. Actions of 4-H Club/Group**

\_\_\_/\_\_\_/\_\_\_

A. Things this club will do to help others know that we are welcoming, safe and fun, are: \_\_\_\_\_

**6. When could a Club Charter be revoked?**

\_\_\_/\_\_\_/\_\_\_

A. We understand that a 4-H Charter may be revoked by the OSU 4-H Program Leader if the club knowingly and consistently (1) creates an unsafe or unhealthy environment for participants; (2) uses the 4-H Name & Emblem inappropriately; or (3) functions in a discriminating manner.

**7. Signatures of two (2) 4-H Club Officers or Members**

A. \_\_\_\_\_ /\_\_\_/\_\_\_  
*Club Officer or Youth Member Date*

B. \_\_\_\_\_ /\_\_\_/\_\_\_  
*Club Officer or Youth Member Date*

**8. Signatures of two (2) approved 4-H Volunteers**

A. \_\_\_\_\_ /\_\_\_/\_\_\_  
*4-H Club Volunteer Date*

B. \_\_\_\_\_ /\_\_\_/\_\_\_  
*4-H Club Volunteer Date*

***Thank you for being an important part of the Oregon 4-H Program.***

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***This space is for notes from OSU Extension 4-H staff to the 4-H club striving to uphold the standards of a 4-H Charter.***

Date Charter is Issued: \_\_\_\_\_ Date Charter is Denied or Revoked: \_\_\_\_\_

County 4-H Office should retain a copy. Original document is to be filed with the State 4-H Office. Chartered 4-H Club receives certificate and a copy of this document.