



Charter Renewal Application for 4-H Clubs and Cloverbud Groups

4-H Charter renewal takes place in the fall each year. Check your local 4-H professional for due dates for your locality. The organizational leader of the 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 the county or city level. District- or state-level groups should send the application by October 1 to the State 4-H Youth Development Office (107 Hutcheson Hall, Virginia Tech (0419), Blacksburg, VA 24061). (In-school, classroom-based clubs use VCE form 388-146.)

Name of 4-H Club or Group: _____ Date: _____

4-H Year for which Charter Renewal is Requested: _____

Contact Information for Club/Group Organizational Leader:

Name: _____

Address: _____

Phone: _____ email: _____

Charter Renewal Requirements for a 4-H Club or Cloverbud Group

IN COMPLIANCE?

1. The group has membership of at least 5 enrolled volunteers. *(Leader to list or attach to application)* yes no
(For Office Use)

Additional members are listed on the attached sheet (✓)

2. The club/group has at least two enrolled and trained volunteer leaders. *(Leader to list or attach to application)* yes no
(For Office Use)

Additional leaders are listed on the attached sheet (✓)

3. The Enrollment, Health History Report, Code of Conduct, and Media Release forms are on file for all officers of the group. *(To be confirmed by the Extension office)* yes no
(For Office Use)

4. The group has elected and trained youth officers. *(Leader to attach sheet with the following information: office, officer name, and training date; not required for Cloverbud groups)* yes no
(For Office Use)

5. The group 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)* yes no
(For Office Use)

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**IN
COMPLIANCE?**

7. The club/group has a federal EIN tax number if it is handling funds. (*Not handling 4-H funds* ; *Yes, we are handling 4-H funds: EIN #: _____*) ___yes ___no
(For Office Use)
8. The club/group has submitted an Annual Audit Report if it is handling funds. (*Leader to attach Audit Report if handling funds; Use the Annual Audit Report found in the 4-H Treasurer’s Record Book (VCE publication 388-025). Clubs which have \$25,000.00 or more in their gross receipts account in their fiscal year must have an audit by an accounting professional.*) ___yes ___no
(For Office Use)
9. The club/group has submitted a 4-H Property Inventory Report if it owns property in the name of 4-H. (*No property owned by this 4-H club/group.* . *If property is owned, use VCE publication 388-140 to report. Leader to attach*) ___yes ___no
(For Office Use)
10. The group has submitted a 4-H Club and Organization Civil Rights Compliance Form (*All clubs/groups must use VCE publication 490-156. Leader to attach*) ___yes ___no
(For Office Use)

Signature of the 4-H Club/Group Organizational Leader

Date Submitted

For Office Use

The Extension professional responsible for this 4-H club or group should review the application and decide on its charter status.

_____ This 4-H club/group is approved for full renewal of its charter for the 4-H year _____.

_____ This 4-H club/group is temporarily placed on Probational Charter status for up to six months beginning _____ and being reviewed no later then _____.

_____ This 4-H club’s or group’s charter is revoked as of this date _____.

Reasons for probational or revoked status:

Signature of 4-H Extension Agent or Representative

Date Reviewed

(Upon final review of this renewal application by the local Extension official, the club or group should be notified of its status. This application should be filed and kept for a period of three years in the unit office. The renewal/approval date and charter status should be noted in 4-H PLUS.)