



## 4-H VOLUNTEER TRAINING SERIES

### *Establishing and Chartering a 4-H Club*



Florida 4-H has established criteria for enrolling as an official 4-H Club. Official enrollment as a 4-H Club and receipt of a 4-H Club charter gives the club the authority to use the 4-H name and emblem. Clubs must be chartered through a request to the local County UF/IFAS Extension Office, meeting the minimum criteria and receiving written approval. Criteria for clubs in Florida are as follows:

- The club has five members (from at least two families) with completed enrollments.
- The club is organized with youth officers or defined youth leadership roles.
- There are one or more appointed club volunteers, following application, screening and training.
- A meeting place is secured for a minimum of 3 months.
- An official non-discriminatory club name is chosen.
- Club rules, which may be in the form of by-laws, are established.
- At least six or more regular meetings plus project meetings are scheduled.

- A written educational plan/calendar for the club program and activities is presented to the county 4-H office (draft is okay).
- Follows the affirmative action policy of the Cooperative Extension Service.

A copy of the club enrollment is kept on file with the County UF/IFAS Extension Office. When requesting a Club Charter the New Charter Application Form should be completed by the Club Secretary and signed by the Club President, Club Organizational Leader and Extension Faculty. Once completed, the Extension Faculty will then forward the request to the State 4-H Headquarters.

Official chartered 4-H Clubs can use the name and emblem of 4-H. Individual clubs may have continuous use of their charter over many years, however, an Annual Request for Charter, is required from all clubs. Counties usually require this form to be completed upon the re-enrollment of individual members annually during the fall. The annual 4-H calendar follows a program year operating September 1 through August 31. A letter from the County UF/IFAS Extension Office will acknowledge club status annually.

The New Charter Application Form and the Annual Request for Charter Form can be found on the Florida 4-H website (<http://florida4h.org/clubs/resources>) or obtained from your county 4-H staff.

Source: *Starting and Maintaining 4-H Clubs*. J. Jordan, B. Terry, D. Pracht, J. Butterfield, and A. Cletzer

An Equal Opportunity Institution. 4-H is the nation's largest youth development organization. Over 230,000 members in the State of Florida help to make up the community of more than 6.5 million young people across America. 4-H is a non-formal, practical educational program for youth. Florida 4-H is the youth development program of Florida Cooperative Extension, a part of the University of Florida/IFAS.