

# Montana 4-H Club Charter Application

Please send completed application for charter, along with the appropriate documentation (listed on previous page) to your county Extension Agent for signature. They will then send it on to the Montana 4-H Center for Youth Development for approval.

Date \_\_\_\_\_

## Club Information

---

Proposed Name of Club: \_\_\_\_\_

Date 4-H Club was established,  
if previously in existence: \_\_\_\_\_

How many members are enrolled in the club? \_\_\_\_\_

Is a copy of the club's yearly plan attached?  Yes  No

*Tax Exempt Agreement*  
Is a copy of the club's by-laws attached.?  Yes  No

## Charter Information

---

The \_\_\_\_\_ club  
*official name of 4-H club from above*

of \_\_\_\_\_ community, in \_\_\_\_\_

County, meets the requirements to be a 4-H authorized group and respectfully requests an official 4-H Charter in order to operate as a legal 4-H entity.

President \_\_\_\_\_  
*Print Name* *Sign* *Date*

Secretary \_\_\_\_\_  
*Print Name* *Sign* *Date*

Club leader \_\_\_\_\_  
*Print Name* *Sign* *Date*

Extension Agent or Advisor \_\_\_\_\_  
*Print Name* *Sign* *Date*

Date approved by 4-H Center \_\_\_\_\_



# Montana 4-H Club Charter Application

Montana 4-H is the youth development outreach program of Montana State University Extension Service and USDA's Cooperative State Research, Education and Extension Service. Montana 4-H will be 100 years old in 2012.

The 4-H name and emblem is intended to represent the ideals of the program with its focus on **Head, Heart, Hands and Health**. The 4-H name and emblem is very important to us as an organization because it represents who we are and what we stand for. Use of the 4-H name and emblem is strictly controlled and belongs to the 4-H youth development program, under the authority of USDA. Anyone using the 4-H name and emblem must obtain permission to use it. Permission to use the 4-H name and emblem can be revoked at any time for just cause. Such as, a charter can be revoked if reporting or fiscal management requirements are not met or ignored.

**Please submit the following application, yearly 4-H club program plan and by-laws to your county Extension office. A charter will be granted to a 4-H group when the requirements have been met. This charter is signed by the Secretary of the U.S. Department of Agriculture and the Director of Youth Development at National 4-H Headquarters, the Director of MSU Extension, the Director of the Montana 4-H Center for Youth Development and your county agent.**

---

## Requirements for Charter of a 4-H Club

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. 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.

All 4-H clubs are expected to --

- Enrolls at least 5 youth members from at least 3 families.
- Selects youth officers or youth leaders to provide leadership to the club.
- 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.
- Meets in any location --a home, community center, military installation, library, public housing site, school, afterschool program, and/or many other places.
- Is advised by adult staff or volunteers who have been screened and trained.
- Submits a yearly program plan to the county Extension office
- Sets annual club goals and evaluate progress toward those goals
- Plans an educational, experientially-based program
- Abides by and follow 4-H policies and procedures
- Submits an annual financial summary report and audit
- Is involved in community service activities
- Keeps records of their activities
- Supports the values and ethics of the 4-H program and positive youth development
- Participates in the county 4-H council and other appropriate committees
- Follows club and county guidelines

---

**Did You Know?** *The 4-H name and emblem is a highly valued mark and has been granted a very unique and special status --similar to the Presidential Seal and the Olympic emblem. This federal protection makes it a mark into and of itself with protection that supersedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the Clover resides, not with the U.S. Patent Office, but rather with a higher authority--the Secretary of Agriculture, a member of the President's cabinet. The Secretary has responsibility for the 4-H name and emblem, at the direct request of Congress. The "18 USC 707" statement at the base of the Clover is the statement in the U.S. Code that outlines the protection of the 4-H name and emblem.*



Montana 4-H Center  
FOR YOUTH DEVELOPMENT



**MONTANA**  
STATE UNIVERSITY

**EXTENSION**