



## Chartering a 4-H Club in Oregon



### Information for 4-H Club Records

The 4-H Youth Development Program is the nation's largest non-formal, out-of-school, inclusive youth development program. The 4-H Name and Emblem is federally protected (18 USC 707) as the official trademark of USDA for Extension 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 recognize and charter groups to function under the 4-H educational mission. The youth development mission of the 4-H Program is achieved through partnerships with approved volunteers who are critical in providing high quality 4-H club experiences for youth. Volunteers also serve as role models, mentors, and guides for youth. Because youth develop over time, 4-H clubs that meet regularly can provide youth with a variety of age-appropriate experiences they need to thrive and reach their full potential.

*A 4-H Club Charter allows a group to use the 4-H Name and Emblem. The Charter documentation provides communication, education and accountability. Once a Charter is granted, the rights and responsibilities of 4-H partners (club members, volunteers and staff) remain consistent.*

*To obtain a Charter (certify), volunteers and youth members of a new 4-H group should review, complete and submit pages 2-3 (attached). If an existing 4-H group does not have a charter, or cannot locate the charter, the group should complete this process as soon as possible.*

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

When a 4-H group agrees to function within the high standards assigned to the national 4-H Name & Emblem, then 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. Inclusion under the tax exempt group ruling for 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

### 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. Together, they implement 4-H programs to help youth:
- Belong to a group that develops positive relationships with peers and adults.
  - Find their spark; and 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!

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### 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., 2/4/2018

#### 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 a minimum of six (6) club meetings during a 4-H year (Oct. 1 – Sept. 30).

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 in 4-H. Each club may choose ways for youth to practice these skills. (Oregon 4-H Policy Manual 4.3). 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. (Oregon 4-H Policy Manual 4.3.1, 7.4, 8.1, 8.3 and 8.4). State-wide minimum volunteer approval process includes submitting an application, 3 references, authorizing a background check, signing "Conditions of Volunteer Service," "Adult Expectations," and receiving (3 hrs) of volunteer orientation.

(1) 1 Volunteer (age 25 or older) is: \_\_\_\_\_  
(2) 1 Volunteer (minimum age 18 or 2 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 Member  
Date \_\_\_\_\_  
B. \_\_\_\_\_ Club Officer or Member  
Date \_\_\_\_\_

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

A. \_\_\_\_\_ 4-H Club Volunteer  
Date \_\_\_\_\_  
B. \_\_\_\_\_ 4-H Club Volunteer  
Date \_\_\_\_\_

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: \_\_\_\_\_

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

County 4-H Office files original document. Chartered 4-H Club receives certificate and a copy of this document.