

# Club Charters

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# Why Charter Your Club?

- Recognition from USDA, State, and County
- Highest status for club
- Permission to use the 4-H name and emblem



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# Requirements for Charter . . .

- Minimum of 5 members, ages 8-18
- Recruit members from *all* interested groups . . . Affirmative Action . . . “all reasonable efforts”
- NO exclusion of members
- Elected officers (President, Vice President, Secretary, Treasurer)
- MCE trained volunteer leader(s)\*
  - Organizational leader
  - Activity leader
  - Project leader
- Minimum 6 meetings per year
- Annual Educational Plan
- Club-developed bylaws
- Federal EIN tax number\*



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# Send the Paperwork to the County Office



- Club name
- MCE Volunteer Leadership list\*
- Membership list\*
- Club EIN
- Annual Program Plan
- Bylaws
- List of officers
- Affirmative Action efforts



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# 4-H Charter Regulations

- Disbanded clubs—must turn over all funds and property to County 4-H office
- Clubs falling below requirements—one year probationary status to reach appropriate level
- Divided clubs—new charter required
- Renamed clubs—new charter required



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# Additional Concerns . . .

- No Charter requirement for Clovers-only regular clubs
- Misplaced charters—send club name, approx. charter date, and all pertinent info to MD 4-H Office
- County Office must submit list of clubs (and charter status) to State 4-H Office yearly\*\*



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# What County Office Needs from Your Club Each Year

- Current leaders list\*\*\*
- Re-enrollment forms ASAP\*\*\*
- Copy of Federal EIN
- Financial statement
- Club recognitions
- Other appropriate information (community service projects with various groups, e.g.)



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# Homework

- Re-enrollments are PAST DUE!!\*\*\*
- Urge your volunteers to finish up the application process!!\*\*\*
- Please review your status
- If needed, submit charter documents ASAP
- For more info on club function. . . See <http://www.maryland4h.org/Policy,%20Guidelines,%20Procedures/index.cfm>



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# Questions?

- Thank you!



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