

How to Apply for a 4-H Club Charter

When the local club meets the four requirements listed below, the club secretary should be authorized to apply for a 4-H club charter with the form below. It should be filled out with the name of the club (exactly as it should appear on the charter), and signed by the secretary, the president, and the local leader. It should then be sent to the County 4-H Office. The 4-H Office will arrange for its presentation to the club. Send a copy of the club program with this application. A club should only receive a charter once.

Requirements for a Charter

1. The club must have a membership of five or more persons.
2. The club must have a local leader or adviser.
3. The members must organize as a club and elect officers.
4. The club must plan and adopt a program for the year.

Application for a 4-H Club Charter

Having met the first four requirements for a standard 4-H club, the

.....
(Name of club – Please print)

respectfully requests that a 4-H club charter be granted.

Date 20 Signed Secretary
(Name)

.....
(Address)

Signed President
(Name)

.....
(Address)

Signed
(Local Leader) (Address)

Approved Date
4-H Extension Resource Educator/
Steuben County

If your club has not been chartered, fill out and send this form to the County 4-H Office.