Why Charter?

Arizona 4-H is the youth development outreach program of the University of Arizona’s Cooperative Extension program. We charter 4-H groups to give them official recognition and status, as well as to assure that they know how to use the 4-H name and emblem appropriately. 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 to the public. Use of the 4-H name and emblem is strictly controlled and belongs to the 4-H youth development program under the authority of the U.S. Department of Agriculture. Anyone using the 4-H name or emblem must obtain permission to use it, which is granted when they receive a charter certificate. Use can be revoked at any time.

- Federal regulations stipulate that every Arizona 4-H group be officially chartered.
- A 4-H charter recognizes and identifies 4-H groups as eligible and approved to use the 4-H Name and Emblem for educational purposes and goals, and to be able to participate in official 4-H activities and educational programs.
- 4-H charters are presented on behalf of the United States Department of Agriculture (USDA) and The University of Arizona. The Charter is signed by the Secretary of the United States Department of Agriculture (USDA), the Director of Arizona Cooperative Extension and the Director of the Arizona 4-H Youth Development Program.
- In order to qualify under the Arizona 4-H Foundation exemption number with the IRS, a charter is required. Chartered groups may be granted an exemption for paying taxes on income generated by the group in the name of 4-H and intended to benefit the group or 4-H overall—but not specific individuals.
- If a 4-H group plans to manage funds, open a bank account, accept donations or apply for grants in the name of 4-H, the group must have an EIN (Employer Identification Number—do not use a Social Security Number) from the Internal Revenue Service (IRS). To file for an EIN # the club needs to fill out only the highlighted sections of form SS4 and submit the SS4 form to the IRS.
- Chartered 4-H clubs are listed as “activities” under the Arizona 4-H Foundation 501(c)(3) status for tax exempt purposes. As a requirement for enjoying tax exempt status under the 4-H Foundation, all clubs with funds are required to submit an annual financial report to the County Extension Office providing details of income and expenses. This report is then included with the Arizona 4-H Youth Foundation’s annual 990 report. 4-H clubs should not be filing their own 990 form with the IRS.

Requirements for a Charter?

A 4-H club is an organized group of at least 5 youth from 3 different families who meet regularly with adult volunteers or staff to pursue a 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. Through these experiences, young people develop the essential elements of mastery, generosity, independence and belonging.

All clubs are expected to—
- Enroll at least 5 youth members from at least 3 families
- Have at least one certified adult 4-H volunteer leader
- Have a set of bylaws
- Develop an annual educational program plan (see attached sample)
- Conduct a minimum of 6 regular community club meetings per year
- Select officers to provide leadership to the club (except Cloverbuds)
- Meet in an appropriate location—a home, community center, military installation, library, public housing site, school, afterschool program, others
- Meet the needs and interests of youth
- Be led by adult volunteers or staff who have been screened, certified and trained
- Have an EIN under the 4-H group exemption number with the IRS if the group will handle money

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 unto itself with protection that supersedes the limited authorities of both a trademark or 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.
Arizona 4-H Charter Application  
(Revised 2013)

County: _______________________________ Date: ____________________________

Name of 4-H Club/Group: _____________________________________________________

Date 4-H group was established (if previously in existence): ________________________

# of current 4-H youth members _______ # of current certified 4-H volunteer leaders: ______

Has a copy of the club’s draft yearly program plan been submitted to the county? Yes ___ No ___

Has a copy of the club’s preliminary bylaws been submitted to the county? Yes _____ No _____

The ___________________________ club/group 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 group.

One current certified 4-H volunteer who will provide adult leadership for the group

Name ________________________________________________________________

Address ____________________________________________________________________________

City _______________________________ Zip __________

E-mail address ________________________________________________________________

Ph (____) _______________________________

If the club or group plans to open a bank account, fund-raise, accept donations or apply for grants, then an EIN (Employer Identification Number) is required from the IRS. Please note EIN # ________________________________

Our 4-H group declares that it does not discriminate in its membership or program practices on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation. The nondiscriminatory nature of this club’s membership and activities will be made known to the local community by all reasonable efforts.

Required Signatures:

_____________________________ ______________________________

(Club President) (Club Secretary)

_____________________________ ______________________________

(Certified 4-H Volunteer Leader) (County Extension Agent)

Official Arizona 4-H Office Use Only:

Charter Approved _____ Yes _____ No _____ n/a Date Charter Approved: ____________________________

Charter not approved for the following reason(s):

______________________________________________________________

(Official Signature) ________________________________

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.