



Arizona 4-H Charter Application Checklist

Completed Charter Application Packet Must Include the Following Documentation:

- Completed and Signed Arizona 4-H Charter Checklist**

- Official Charter Application Form with all Required Signatures** (Including EIN if the club plans to have a bank account and raise funds)

- Annual Program Plan with 12-month calendar** (Including the Four Essential Elements – Belonging, Independence, Generosity, and Mastery)

- Bylaws and Constitution** (Including identified leadership structure)

- Affirmative Action Documentation** (AAP-2 for clubs serving one race OR AAP-3 for clubs serving multiple races)

- Attach an Annual Financial Report** (For clubs that have handled funds during their start-up phase/prior to applying for a charter)



Arizona 4-H Charter Checklist

4-H National Headquarters and Arizona 4-H Youth Development require that all clubs be chartered.

Please complete this checklist to determine whether your club has met the Arizona 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Agent. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to United States Department of Agriculture guidelines. Clubs that meet these minimum requirements will be granted / may continue a charter.

Name of 4-H Club:	9-digit EIN:
Name of Contact Leader:	
Address of Contact Leader:	

Criteria (mark to show whether criteria are met / not met)	Met	Not Met
All our adult club volunteers are certified through the Arizona 4-H volunteer process and hold a current AZ DPS fingerprint clearance card.	<input type="checkbox"/>	<input type="checkbox"/>
Our 4-H Club has at least five youth members from at least three different families.	<input type="checkbox"/>	<input type="checkbox"/>
The name of our 4-H club was approved through the county extension office (name must contain "4-H").	<input type="checkbox"/>	<input type="checkbox"/>
Our club plans to conduct a minimum of six regular club meetings per year.	<input type="checkbox"/>	<input type="checkbox"/>
Our club has current constitution and bylaws.	<input type="checkbox"/>	<input type="checkbox"/>
Our club has elected officers.	<input type="checkbox"/>	<input type="checkbox"/>
Our 4-H club agrees to provide a welcoming and safe environment for all club members.	<input type="checkbox"/>	<input type="checkbox"/>
Our club agrees to follow all national, state, and county 4-H policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Our 4-H club agrees to follow the national and state 4-H guidelines for use of the 4-H Name and Emblem (18 USC § 707).	<input type="checkbox"/>	<input type="checkbox"/>
Our club agrees to follow national and state 4-H guidelines for fundraising.	<input type="checkbox"/>	<input type="checkbox"/>
Our club has at least 2 signatures on our bank account (all checks require 2 signatures).	<input type="checkbox"/>	<input type="checkbox"/>

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Edward C. Martin, Interim Director, Extension, Division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension, The University of Arizona. 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, sexual orientation, gender identity, or genetic information in its programs and activities.



Arizona 4-H Charter Application

County:	Date:
Name of 4-H club/group:	
Date 4-H club/group was established: <i>(if previously in existence)</i>	
# 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a copy of the club's preliminary bylaws been submitted to the county?	<input type="checkbox"/> Yes <input type="checkbox"/> No

One current certified 4-H volunteer who will provide adult leadership to the club:	
Name:	
Address:	
City:	Zip:
Email address:	
Phone number:	

If the club plans to open a bank account, fund raise, accept donations, or apply for grants, a nine-digit EIN (Employer Identification Number) is required from the IRS. Please note EIN:
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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 with all the right and responsibilities associated therewith.

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

I agree with the above statements and assert that all information provided is complete and true to the best of my knowledge. Required signatures:

(Club President)	(Club Secretary)
(Certified 4-H Volunteer Leader)	(County Extension Agent)

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Annual Program Plan

Note: This is a template that groups may use to begin their program planning. Groups are free to develop and submit a plan in a format that better meets their needs. Successful program planning includes goals or desired outcomes, a plan of action, and a general timeline. Exact dates and times are not critical. However, the more planning done in advance, the more likely the group will achieve its goals. To provide a variety of learning experiences, the Four Essential Elements (Mastery, Independence, Generosity and Belonging) must be included in the Program Plan.

4-H Group:	Year:
Group goals for the year:	
1.	
2.	
3.	

Gathering	Things to Do	Committee/Person(s) Responsible	Essential Element(s) Addressed
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging



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Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging

Print additional copies of this page to plan more programming.



Sample Arizona 4-H Club Bylaws

Article I. Election of Officers

The Officers shall be elected at the first meeting of the club year.

Article II. Duties of Officers

The *President* shall preside at all meetings of the club, appoint committees, call special meetings, preserve order, and perform such other duties as are for the best interest of the club.

The *Vice-President* shall perform the duties of the President in the absence of the President, be an ex-officio member of all committees to see that each functions, and help secure new members.

The *Secretary* shall keep the minutes of each meeting, carry on all official correspondence of the club, and keep a correct enrollment of the club. The Secretary requests an official club charter along with the other officers.

The *Treasurer* shall receive and be accountable for all money belonging to the club and shall pay it out only upon the order of the president and local leader, keeping a record of all receipts and expenditures.

The *Reporter* shall write news reports of the club's activities and send it to local newspapers and social media outlets.

The *Recreation Leader* shall be responsible for get acquainted games and recreation at club meetings.

The *Parliamentarian* advises the president on proper parliamentary procedures during business meetings.

Article III. Committees

Committees for special purposes may be appointed by the President at any time.

Article IV. Meetings

The regular meetings of the club shall take place on the day of the following months: (fill in as appropriate to your club)

Special meetings may be called by the President.

Article V. Quorum

A quorum to do business shall consist of a majority of the club membership.



Article VI. Order of Business at Club Meetings

1. Business Meeting
 - a. Call to order by the president
 - b. Song (optional)
 - c. Pledges
 - d. Roll call
 - e. Introduction of guests
 - f. Reading and approval of the minutes from the previous meeting
 - g. Treasurer's report
 - h. Report of committees
 - i. Report of project groups
 - j. Unfinished business
 - k. New business
2. Program (Examples)
 - a. Team or individual demonstrations / illustrated talks
 - b. Guest speaker
 - c. Work session – demonstration posters, judging activity, project records, etc.
3. Social and recreational period – this time should be devoted to games, social interaction, and a general good time.
4. Adjourn

Article VII. Club Member Completion Requirements

Completion requirements at a local club level may deal with project record completion and participation in other activities such as demonstrations or meeting attendance.

Article VIII. Club Program

A club program for the year will be developed, written and adopted by the club at the second meeting of the year. A copy should be sent to the Cooperative Extension Office. A sample outline is provided with charter applications.

Article IX. Rules of Order

Robert's Rules of Order shall govern the meetings of this club.

Article X. Amending By-Laws

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.

Article XI. Dissolution of Club

Upon consideration of dissolution, the _____ 4-H Club will inform the 4-H Youth Development Agent of _____ County as to their desire and conformance to the following procedure:

The _____ 4-H Club shall be terminated and dissolved by majority vote of the membership in favor of dissolution and termination of the 4-H club. Upon dissolution



and termination of the _____ 4-H Club for any reason, the officers shall take full account of the _____ 4-H Club's assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds therefrom in the following order:

- a. To the payment of the debts and liabilities of the 4-H Club.
- b. To the setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the _____ 4-H Club; and such reserves shall be paid over by the treasurer to an escrow account designated by the officers to be held for the purpose of distributing such reserves and payment of any such contingencies; at the expiration of such period as the officers of the _____ 4-H Club may deem advisable, the balance shall be transferred to the designated County Extension Agent who will distribute as hereinafter provided.
- c. The balance remaining shall be distributed to the _____ County 4-H Council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteer 4-H adult leaders.
- d. In the event that the _____ County 4-H Council does not qualify for funds or does not exist at the time of dissolution and termination of the _____ 4-H Club, the balance remaining shall be distributed to the Arizona 4-H Youth Foundation.

Each of the members, leaders and the County Extension Office shall be furnished with a statement prepared by the _____ 4-H Club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the _____ 4-H Club shall cease.

SIGNATURES OF CERTIFICATION

We, the undersigned 4-H members and volunteer 4-H leaders, agree with the above bylaws governing the _____ 4-H Club.

Date accepted or amended by local club: _____

Signatures:



Sample 4-H Club Constitution

Article I. Name

The name of our club shall be _____ 4-H Club.

Article II. Purpose

This club will work with boys and girls to help them grow into productive, contributing members of our society. The club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs, and activities.

Article III. Policies

The club will hold meetings that will include business, social, recreation, and learning activities. A simple majority (one-half plus one) must be present to conduct official business of the club.

Article IV. Membership

Section A. This club will follow the current Arizona 4-H policy requirements that define eligibility age for membership. Any youth, without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information will be accepted as a member. This club will accept a maximum number of members each year. Once capacity is met, enrollment will be closed until a vacancy occurs.

Section B. This club will work with Clover Kids, as well as project members, age 9 through age 18 as of January 1st of the current year. Clover Kids will be part of the total club but will have separate activity-based learning that is appropriate for their age group.

Section C. To become a member, you must complete an enrollment form each year with your parent/guardian signature and agree to abide by the rules defined by the club and the Arizona and the County 4-H programs. You must make a commitment to follow the values stated in the 4-H Club Member Pledge.

Section D. Members must attend 75% of the club meetings to remain in good standing and to be permitted to exhibit or be judged in 4-H events at the county fair. Members are required to call in advance when they are unable to attend meetings. The officers and Advisors will review all reasons for absences at meetings and determine whether a member is to be kept on the roster.

Article V. Officers, Elections, and Duties

Section A. This club will have the following officers: President, Vice President, Secretary, Treasurer, Recreation Leader, Historian, News Reporter, Community Service Leader and Webmaster.



Section B. Officers shall be elected annually.

Section C. A nominating committee of 3-5 members will be appointed by the current president one month prior to elections. The nominating committee will identify at least one member in good standing for each of the officer positions. The slate of candidates will be presented to the member for vote along with a call or additional nominations from the floor. A simple majority vote will confirm each office.

Section D. Officers shall perform duties as defined in the 4-H officer guides and/or resources. The club will vote on vacancies at the next club meeting.

Article VI. Committees

Section A. Executive Committee. The Executive committee will be made up of President, Vice President, Secretary, and Treasurer. The duties of this committee are to handle any business decisions that must be made prior to the next regular business meeting. The club members may also delegate decisions to this group.

Section B. Standing Committees. Standing committees are appointed by the club president and serve as long as needed. The committee will consist of a chair, and enough members to get the task completed.

Article VII. Meetings

Section A. This club will meet a minimum of five times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section B. Members will be given an excused absence for illness and other reasons. Members are to contact an advisor or officer, prior to the meeting and share why they are unable to attend the meeting.

Article VIII. Enrollment and Registrations

Annually, members are required to complete a variety of enrollment, registration forms and other paperwork in order to participate in 4-H activities and events such as project judging, fairs, clinics, workshops, camps, and awards. It is each member's responsibility to meet the deadline for completion of these forms. Failure to complete the materials in a timely manner may result in "non-participation" in the activity.

Article IX. Amendments

The constitution may be amended at any regular meeting by a two-thirds majority of votes cast, providing notice has been given at the previous meeting.



Group Serving One Race (AAP-2)

This form is to be filled out **ONLY** by groups or clubs serving one race, yet existing in an area having more than one race in its population.

The Civil Rights Act, Title VI, requires that Extension personnel, particularly 4-H Club Leaders, make every reasonable effort to encourage participation by other races. Reasonable effort would include:

Advertising through the local paper, radio, or TV so that all individuals learn about Extension programs and have an opportunity to participate. You should retain a copy of the newsletter, flyer or paper used to reach individuals for documentation purposes. You may also make personal visits or write personal letters of invitation. Any written material must clearly state: *“Extension programs are equal opportunity, affirmative action programs open to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information.”*

The following is to be filled out and sent to the County Extension Faculty member with the enrollment sheet for your club:

Name of 4-H Club/Group:
What are the geographic boundaries of the area your club serves?
Are there minority individuals residing in the area served by your club? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you and/or your members make all reasonable efforts to contact minority individuals to invite them to participate? <input type="checkbox"/> Yes <input type="checkbox"/> No
The following efforts were used: <input type="checkbox"/> All available mass media <input type="checkbox"/> Personal letters <input type="checkbox"/> Personal visits
Please indicate any additional efforts you have made to interest or enroll minority individuals:

I have read the Instructions for Clubs regarding compliance with the Civil Rights Act of 1964 and certify that this club is open to individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information.

Name:	Title:
Signature:	Date



Enrollment Sheet (AAP-3)

4-H Club:	Program Year:
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NAME	ADDRESS	ZIP CODE	PHONE	SEX
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Racial-ethnic make-up of this club: An officer is requested to make an observed determination of the racial ethnic makeup of the club and enter the correct number in each blank:

White not of Hispanic origin	Black not of Hispanic origin	American Indian or Alaska Native	Hispanic	Asian or Pacific Islander
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I have read the Instructions for Clubs regarding compliance with the Civil Rights Act of 1964 and certify that this club is open to individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information.

Name:	Title:
Signature:	Date: