



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 Required Signatures**
(including EIN number if the club plans to have a bank account)
- _____ **Annual Program Plan with 12 month calendar (includes the Four Essential Elements – Belonging, Independence, Generosity, Mastery)**
- _____ **By-laws and Constitution (which includes identified leadership structure)**
- _____ **Affirmative Action Documentation (AAP2 for clubs serving one race or AAP3 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 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter.

Name of 4-H Club _____ EIN # _ _ - _ _ _ _ _ _ _ (9 digits)

Name of Contact Leader _____

Address of Contact Leader _____

Criteria – Leaders to mark (x) the appropriate box:	Requirements Met	Not Met
All of our adult club volunteers are certified through the Arizona 4-H Volunteer process and hold an AZ DPS card.		
Our 4-H club has at least five youth members from three different families.		
The name of our 4-H club was approved through the County Extension Office (must contain "4-H").		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has current constitution and bylaws.		
Our club has elected officers.		
Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
Our 4-H club agrees to follow all national, state and county 4-H policies and procedures.		
Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
Our club agrees to follow national and state 4-H guidelines for fundraising.		
Our club has at least 2 signatures on the bank account (all checks require 2 signatures).		
Our club has a budget that has been approved by the membership and turned into the county extension office		

Our club agrees to submit a financial report at the end of each club program year.		
Additional Comments from Club Leader(s): Leader's Signature/Date		
Reviewer Comments: 4-H Agent Signature/Date		
State 4-H Office Signature/Date	Circle One	
	Charter Granted	Charter Denied



Arizona Charter Application

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.

I am in agreement to the above statement. 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)



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. In order to provide a variety of learning experiences, the Four Essential Elements (Mastery, Independence, Generosity and Belonging) must be included in the Program Plan.

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:		_____ Mastery _____ Independence _____ Generosity _____ Belonging
Date: Place: Time	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/ Refreshments:		_____ Mastery _____ Independence _____ Generosity _____ Belonging
Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		_____ Mastery _____ Independence _____ Generosity _____ Belonging



Sample Arizona 4-H Club By-Laws

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.

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 of the minutes of the previous meeting and their approval
 - 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 recreation 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 there from 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.
- e.

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 by-laws governing the _____ 4-H Club.

Date accepted and or amended by local club: _____



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 that "Extension programs are equal opportunity programs open to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation."

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

1. Name of Club _____
2. What are the geographic boundaries of area that your club serves? (Circle if applicable)
North South East West Other _____
3. Are there minority individuals residing in the area served by your club? Yes No
4. Were all potential members notified of the opportunity to participate? Yes No
5. Did you and/or your members make all reasonable efforts to contact minority individuals to invite them to participate? Yes No

Please check which of the following efforts you used:

_____ all available mass media

_____ personal letters

_____ personal visits

5. Please indicate any additional efforts you have made to interest or enroll minority individuals.

Date: _____

Signature: _____

Title: _____



Enrollment Sheet (AAP-3)

Members of _____ Extension Club Year _____

NAME	ADDRESS	ZIPCODE	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 <u>Origin</u>	Black not of Hispanic <u>Origin</u>	American Indian or <u>Alaskan Native</u>	<u>Hispanic</u>	Asian or Pacific Islander
_____	_____	_____	_____	_____

I have read the Instruction for Clubs regarding compliance to _____ vil 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, or sexual orientation.

Officer's Signature

Office _____ Date _____