



Children and Youth Institute
Michigan 4-H Youth Development
Request for Official Approval to Establish a Michigan 4-H Youth Group

Chartering is the process by which Michigan State University Extension recognizes a group as belonging to Michigan 4-H Youth Development and grants it authority to use the 4-H name and emblem as long as its goal is to provide a positive, experiential and educational opportunity for and with the group's members.

INSTRUCTIONS: To apply for a 4-H charter, the organizational leader of a potential 4-H group must submit this form to the 4-H staff in the county Extension office. Groups meeting the following minimum requirements will be granted a charter.

The undersigned certifies the following group will:

- Be open to all without regard to race, color, national origin, sex, sexual identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
Provide a welcoming and safe environment to all members.
Agree to follow state and county 4-H policies and procedures, and state and national 4-H guidelines for using the 4-H name and emblem.
Have at least 5 members from 2 or more families.
Have a volunteer leader who has successfully undergone the Michigan State University Extension Volunteer Process.
Be appropriately structured, with a leadership team of officers.
Have a calendar of planned educational programs and activities.
Follow all financial guidelines for 4-H groups outlined in the Michigan 4-H Treasurer's Record Book including preparing and providing to the county 4-H Extension staff an Annual Summary Financial Report for any funds raised or collected in the name of 4-H including account numbers and balances.
Collect the 4-H member participation fees and submit them to the MSU county Extension office.
Complete a year-end report of club activities and submit it to county Extension office.
Complete a regular enrollment process for 4-H members and volunteers.
In the case of group dissolution, turn over all property and funds to the county 4-H staff.

Proposed group name \_\_\_\_\_

Type of 4-H group \_\_\_\_\_
(e.g., afterschool, club, community, leaders' council, board, committee, school, special interest group)

Meeting location \_\_\_\_\_

Day, time and frequency of meetings \_\_\_\_\_

Group's purpose (check all that apply)

- Find and carry out ideas to help people in our community
Learn more about \_\_\_\_\_
To explore interest areas and careers through different learning activities
Develop members' leadership skills
Other \_\_\_\_\_

Name of volunteer leader in charge of the group \_\_\_\_\_ (Printed name)

Phone number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

My signature below indicates I have read and agree to these provisions.

\_\_\_\_\_ Date \_\_\_\_\_

For 4-H Office Use Only
Based on the information above, this group meets the requirements to be eligible for a 4-H charter and is authorized to use the 4-H name and emblem in connection with its program and activities and is considered an official 4-H unit of Michigan State University Extension.
4-H Extension staff \_\_\_\_\_ Date \_\_\_\_\_
(Signature)
This charter was revoked because the group dissolved.
4-H Extension staff \_\_\_\_\_ Date \_\_\_\_\_
(Signature)