



## Request for New 4-H Unit Charter Steps

4-H Charters are required for any 4-H Unit, Volunteer Management Organization (VMO) or affiliate to:

- Be recognized by the University of California and USDA-NIFA.
- Use the 4-H Name and Emblem.
- Be included in the tax-exempt status of 4-H.

1. County 4-H staff:
  - a. Confirm locally there are at least 5 youth from 3 different families and as applicable for the club model, at least 2 adults who plan to enroll in the new 4-H Unit. (*some 4-H club models do not require 2 adult volunteers, see [CA 4-H Core Elements of Clubs.](#)*)
  - b. Confirm club model that best fits the needs of the youth members.
  - c. Provide support to youth and adults to complete the Unit organizing documents: Bylaws & Constitution or Operating Procedures as appropriate for the unit model.
2. County 4-H staff sends the [charter request form](#) and 4-H Unit's organizing documents (either Operating Procedures or Bylaws & Constitution) to the State 4-H Office 4-H Policy Analyst, [webell@ucanr.edu](mailto:webell@ucanr.edu) for review and a Provisional Unit to be created in 4-H enrollment system.
3. State 4-H Office creates a Unit with Provisional status in the 4-H enrollment system and sends confirmation email to county 4-H staff.
4. County 4-H staff coordinate with youth and adults to self-enroll into Provisional Unit in 4-H enrollment system.
5. \*County 4-H staff then review the adult enrollments to ensure they will be approved and can serve the chartered 4-H Unit.
  - a. If adults are determined not to be approved, county 4-H staff need to notify the State 4-H Office 4-H Analyst for removal of Provisional Unit in 4-H enrollment system. Youth and adult enrollments will be moved to other 4-H Units or sent back as appropriate.  
\*If 4-H unit model does not require 2 adult volunteers (e.g., 4-H Military Clubs, In-School Clubs, etc.) to be enrolled, step 5 & 6 are not applicable. See 4-H Delivery Mode matrix and [CA 4-H Core Elements of Clubs.](#)
6. County 4-H staff send confirmation email to State 4-H office Policy Analyst, [webell@ucanr.edu](mailto:webell@ucanr.edu) affirming the adults can serve the 4-H Unit as volunteers. **NOTE: if county 4-H staff confirmation is not submitted within 3 calendar weeks, State 4-H will notify county 4-H staff and coordinate plan for removing 4-H Provisional Unit from enrollment system.**
7. State 4-H office reviews 4-H Unit organizing documents, confirms any edits needed with county 4-H staff and determines if 4-H Charter will be approved.
8. (Upon charter approval) State 4-H office sends confirmation email to county 4-H staff of charter approval:
  - a. With charter certificate and additional supporting documents. (e.g., EIN for bank account setup, name & emblem use guidance).
  - b. Confirming the 4-H Unit Chartered status in 4-H enrollment system is updated from Provisional to Active.

9. County 4-H staff may then approve the youth and adult volunteer enrollment records for the program year in the 4-H Unit.

### **FAQ:**

#### **1. Can a charter request be denied by the State 4-H Office?**

Yes. In the event a charter request is denied, the county 4-H office will be notified accordingly and arrangements will be made for removing the 4-H Provisional Unit from enrollment system.

#### **2. What if the 4-H unit was previously chartered and already created in the 4-H enrollment system?**

The same request process will be followed and the 4-H enrollment system unit will be established as Provisional and follow the same charter request process.

#### **3. How long does the charter process take?**

Typically, the process should take a couple weeks. However, the time needed for 4-H charter requests to process will depend on several factors. including incomplete charter request forms submitted, required documents are missing, or edits needed to submitted documents. If documents must be returned, this may delay the charter review process.

#### **4. When will the 4-H Unit receive their charter certificate?**

The State 4-H Office will \*typically mail the charter certificate within 3 weeks of the email confirming charter approval. The authorized county 4-H personnel will provide a copy of the certificate to the 4-H Unit. The authorized county 4-H personnel will also provide the 4-H Unit with charter letter that acknowledges the status of the 4-H Unit, authorizes the use of the 4-H Name and Emblem, Guidelines for use of the 4-H Name and Emblem, and 4-H EIN (if applicable) assigned to the Unit.

#### **5. What address should be used when a 4-H Community Club opens their external bank account?**

Only the UCCE office address may be used as the address of record when opening a 4-H club bank account.

#### **6. For charter request of Community club model with youth officer structure, when are the signatures added to the Bylaws and Constitution?**

To determine the club President, the club membership can meet formally after the charter approval to hold an election.

The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider.