



Request for 4-H Unit Charter

Directions:

All information must be typed or printed clearly. *Indicates required fields.

Send completed form and all required unit documents to State 4-H Analyst, webell@ucanr.edu.

Note: Incomplete forms will be sent back and may delay the charter and review process timeline.

*Unit Name: _____

*County: _____

*Approved 4-H Unit Adult Volunteer(s) or Other Persons in Charge of 4-H Unit (minimum of 2 names required):

*Select 4-H Club Model: (Type of 4-H Unit). See [4-H Delivery Mode Matrix](#) for descriptions.

- | | |
|-------------------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Organized 4-H Community Club (Bylaws & Constitution) | <input type="checkbox"/> Organized 4-H Afterschool-SPIN Club |
| <input type="checkbox"/> Organized 4-H Community Club (Operating Procedures) | <input type="checkbox"/> Organized 4-H Afterschool-SPIN Club |
| <input type="checkbox"/> Organized 4-H Community-SPIN Club | <input type="checkbox"/> Organized 4-H In-School Club |
| <input type="checkbox"/> Organized 4-H Afterschool Club | <input type="checkbox"/> Organized 4-H In-School-SPIN Club |
| | <input type="checkbox"/> Organized Military 4-H Club |

*Describe the purposes of 4-H Unit: (reference: [templates for Unit Constitution and Operating Procedures](#))

*Section for County 4-H Office Use:

Was this Unit previously chartered? No ____ Yes ____ (EIN #: _____ if applicable)

County 4-H YDP Staff (print)

County 4-H YDP Staff signature

Date

Authorized County Designee (print)

Authorized County Designee signature

Date

County 4-H office confirms that all minimum 4-H requirements outlined in the [CA 4-H Core Elements of Clubs](#) resource have been met, and all required documentation for the type of chartered Organized 4-H unit requested has been reviewed and submitted with this request form. County 4-H office also agrees to follow the Request for 4-H Unit Charter flowchart.

Section for State 4-H Office Use: OFFICIAL APPROVAL FOR A NEW CHARTERED 4-H UNIT

Statewide 4-H Director signature

Date

On the basis of the above purpose(s), the _____
(Chartered Name of 4-H Unit)

has been approved for a 4-H unit charter. The charter designates the unit as an official 4-H club or group. Therefore, the above named unit is authorized to use the 4-H Name and Emblem in connection with its program activities and is considered an official 4-H unit of the University of California Cooperative Extension.

Section is for State 4-H Office Use Only: (C = Complete, add staff initials and date, or N/A when Not Applicable)							
	Community Club	Community - SPIN Club	Afterschool Club	Afterschool- SPIN Club	In-School Club	In-School- SPIN Club	Military Club
Constitution & Bylaws		N/A					
Operating Procedures							
Charter Request Form							
Provisional Unit Added in 4-H Enrollment System							
County 4-H Confirms unit Member and Adults to State Office							
4-H Enrollment System Unit Charter status changed from Provisional to Chartered							
EIN entered in Database		N/A					
Charter approval notification sent to County.							
Charter packet sent to County							

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