



## Request for 4-H Unit Charter

Directions:

All information must be typed or printed clearly.

Scan completed form and all required unit documents to State 4-H Analyst, [webell@ucanr.edu](mailto:webell@ucanr.edu).

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

Unit Name: \_\_\_\_\_ County: \_\_\_\_\_

4-H Unit Adult Volunteer(s) or Other Persons in Charge of 4-H Unit:

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        | <input type="checkbox"/> Organized 4-H In-School Club      |
| <input type="checkbox"/> Organized 4-H Community-SPIN Club   | <input type="checkbox"/> Organized 4-H In-School-SPIN Club |
| <input type="checkbox"/> Organized 4-H Afterschool Club      | <input type="checkbox"/> Organized Military 4-H Club       |
| <input type="checkbox"/> Organized 4-H Afterschool-SPIN 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

\_\_\_\_\_  
County Director name (print)                      County Director 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 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.

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

The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider. (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>). Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.