



**Missouri 4-H Youth Development
Club Charter Annual Checklist**
To determine continued authorization to use the
4-H Name and Emblem



In order to be part of University of Missouri Extension 4-H, and use the 4-H Name and Emblem, a group, council or committee must be chartered or be a sub-group of a chartered entity. This checklist should be completed annually to determine whether your club or group meets the University of Missouri Extension 4-H Youth Development charter requirements. This checklist will be reviewed by your local 4-H faculty or staff member. Chartered 4-H groups are permitted to use the federal mark name “4-H” and the “4-H Clover Emblem”. Groups meeting these minimum requirements will be granted/retain a charter.

Deadline: December 1 for existing clubs or the county due date determined by the 4-H Youth Development Faculty/Staff.

Name of the 4-H Club: _____ County _____

EIN ____ - _____

4-H Club Member(s)/Leader(s) Completing Checklist: _____

	Criteria evaluated by Club Leadership (Youth and Adults): Mark (X) in appropriate box.	Criteria Met	Not Met
	Previous 4-H Year		
1.	All of our adult club volunteers were approved through the Missouri 4-H Volunteer Selection Process [Screened and Completed Orientation]		
2.	Our 4-H Club/Group conducted a minimum of six regular meetings.		
	Current 4-H Year		
3.	Our 4-H Club/Group provides experiential learning opportunities for members.		
4.	Our 4-H Club/Group has a written educational plan/calendar for the program year. See Y612 Club Program Book.		
5.	Our 4-H Club/Group has at least five members from three different families.		
6.	Our 4-H Club/Group agrees to provide a welcoming and safe environment for all club members.		
7.	Our 4-H Club/Group members are involved in club leadership and decision-making.		
8.	Our 4-H Club/Group is open to all and any youth eligible for 4-H membership. https://nifa.usda.gov/sites/default/files/resource/What%20is%20a%20Club%20v.7-11.pdf		
9.	Our 4-H Club/Group agrees to follow all national, state and county 4-H policies and procedures.		
10.	Our 4-H Club/Group filled out and agrees to national and state guidelines for use of the 4-H Name and Emblem, Y633.		
11.	Club Event Risk Management Plan for club meetings on file at County Extension Office. (LG810)		
	Club Financials		
12.	Our 4-H Club/Group agrees to follow the guidelines for handling money as outlined in Y672, 4-H Treasurer Record Book and Y642, Letter to Treasurers		
13.	Our 4-H Club/Group completed the annual audit and submitted Y672E Financial Summary to the local extension center by December 1 (or the local due date).		
14.	Our 4-H Club/Group will not participate in any political campaign or devote time/money to attempt to influence legislation. (Private citizens maintain all rights to contact legislators)		
16.	Upon dissolution of this club, we agree that any assets will be distributed back to the County 4-H Council, the County Extension Council or to another tax-exempt purpose.		

4-H Faculty/Staff Reviewers Comments:

4-H Youth Program Associate/Assistant

Signature: _____

4-H Youth Specialist/Educator

Signature: _____

Recommendations to reinstate authorization to use the 4-H Name and Emblem:

- Charter/Re-Charter (no issues and permission fully granted)
- Provisional (Club is entered in 4HOnline but not fully chartered) mostly used for new clubs.
- Probational (Club is not meeting minimum compliance criteria) if not compliant by April 15, charter may be revoked
- Revoked (This decision must be made with State Program Director)
- Inactive (Club has dissolved or does not meet minimum USDA requirements for club status)

The following are requested to maintain the required Affirmative Action files at State and Local Level for CURRENT program year:

Full Name of Club Leader(s):

Full Address of Club Leader(s):

Location and Full Address of Club Meeting Location:

Meeting Day/Time (i.e. First Thursday of the Month):

Office Use: This signed form must be submitted to the State Program Director with the Annual Club Financial Audit by County/Regional Faculty, given to the CPD, Regional Director and included in the Affirmative Action file.