

Massachusetts 4-H Community Club Charter Guidelines

Who: all community clubs wishing to use the 4-H name and emblem must be chartered.

What: The 4-H Club Charter is the document that authorizes community clubs to use the 4-H name and emblem.

Why: This is official recognition of the status of a 4-H group and indicates the agreement of the group to meet all requirements and standards as outlined by UMass 4-H. The Charter will be withdrawn if the group fails to meet these standards.

How: The University of Massachusetts Extension Program is given the authority to charter local groups through the United States Department of Agriculture.

4-H Community Club Requirements

Have a minimum of five members (must be from at least 3 different families) between the ages of 5 and 18 on Jan. 1 st of that club year).
Have an official club name.
Have a form of youth leadership appropriate for ages of youth involved. This could involve elected officers, such as president, vice-president, secretary and treasurer but is not limited to this method. There must be a method for youth input.
Be led by at least one volunteer leader, meeting all current screening requirements.
Have a recommended 12 scheduled meetings per year (minimum of six meetings is required) throughout most or all of the year, often supplemented by other learning activities.
Participate in 4-H sponsored events and programs.
Club leader must turn in annual program and financial reports.
Must have a Federal EIN (Employee Identification Number) and leader must sign the "Authorization of Subordinate to be Included in IRS Group Exemption Letter for the Univ. of Mass." and "Articles of Organization" documents provided and comply with all 4-H fiscal policy.
The club leaders and members must be fully enrolled annually with the local office.
The club must have open membership (may have a numerical limit) and follow Affirmative Action guidelines.

The Club Charter is issued one time at the start of the club. If the club leadership passes to a new volunteer, the Club Charter should be passed onto the new volunteer. Club Charters will be withdrawn for failure to follow established policy.