



4-H Club Charter Checklist

This checklist will determine whether your club meets the WV 4-H Club Charter Requirements. If your club has been operating, it needs to be in current good standing. This means finances are in order, and all required records are on file in the WVU Extension Office. If you have questions, please contact your WVU Extension Service County Office.

Club Name: _____ Club EIN: _____

Club Address: _____

Leader Completing Checklist: _____ E-Mail: _____

4-H Club Charter Criteria	Meets Requirements For Charter	Needs Additional Work	On File in County Office
Has a current set of by-laws or a constitution.			
Has a current roster of members containing at least five (5) names. (Groups with less than five (5) cannot be chartered as a club – their members may participate as members-at-large.)			
Has a list of current officers.			
Has monthly minutes.			
Has established money-handling procedures and accounts in keeping with the financial management best practices that have been distributed.			
Has an annual club budget.			
Has an annual plan listing club programs, community service, fundraising activities, etc.			
Has signed Codes of Conduct from volunteer leaders and members.			
Has a signed statement from club leader or head officer that he/ she has read and understands the regulations regarding 4-H name and emblem use as provided by CSREES/ USDA.			
Has WVU Extension agent's signed recommendation certifying that the club:			
• Has all above required documents on file in county Extension office			
• Understands how to plan and conduct effective meetings			
• Understands how to carry out appropriate club projects and programs			
• Understands how to create approved club fundraisers			
• Understands how to manage funds			
•			
•			
Additional comments from 4-H leader:			
Reviewer Comments:			
Charter Decision (Circle One)	Charter Granted	Charter Denied	
Charter Issued:			

Extension Agent's Signature: _____ Date: _____

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. 4H07-12