



**Children and Youth Institute**  
**Michigan 4-H Youth Development**  
**Request for Official Approval to Establish a Michigan 4-H Youth Group**

Chartering is the process by which Michigan State University Extension recognizes a group as belonging to Michigan 4-H Youth Development and grants it authority to use the 4-H name and emblem as long as its goal is to provide a positive, experiential and educational opportunity for and with the group's members.

**INSTRUCTIONS:** To apply for a 4-H charter, the organizational leader of a potential 4-H group must submit this form to the 4-H staff in the county Extension office. Groups meeting the following minimum requirements will be granted a charter.

**The undersigned certifies the following group will:**

- Be open to all without regard to race, color, national origin, sex, sexual identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
- Provide a welcoming and safe environment to all members.
- Agree to follow state and county 4-H policies and procedures, and state and national 4-H guidelines for using the 4-H name and emblem.
- Have at least 5 members from 2 or more families.
- Have a volunteer leader who has successfully undergone the Michigan State University Extension Volunteer Selection Process.
- Be appropriately structured, with a leadership team of officers.
- Have a calendar of planned educational programs and activities.
- Follow all financial guidelines for 4-H groups outlined in the Michigan 4-H financial manuals including preparing and providing to the county 4-H Extension staff an Annual Summary Financial Report for any funds raised or collected in the name of 4-H including account numbers and balances.
- Collect the 4-H member participation fees and submit them to the MSU county Extension office.
- Complete a year-end report of club activities and submit it to county Extension office.
- Complete a regular enrollment process for 4-H members and volunteers.
- In the case of group dissolution, turn over all property and funds to the county 4-H staff.

**Proposed group name** \_\_\_\_\_

**Type of 4-H group** \_\_\_\_\_  
 (e.g., afterschool, club, community, leaders' council, board, committee, school, special interest group)

**Meeting location** \_\_\_\_\_

**Day, time and frequency of meetings** \_\_\_\_\_

**Group's purpose** (check all that apply)

- Find and carry out ideas to help people in our community
- Learn more about \_\_\_\_\_
- To explore interest areas and careers through different learning activities
- Develop members' leadership skills
- Other \_\_\_\_\_

**Name of volunteer leader in charge of the group** \_\_\_\_\_ (Printed name)

**Phone number** (\_\_\_\_) \_\_\_\_\_ **Email address** \_\_\_\_\_

**My signature below indicates I have read and agree to these provisions.**

\_\_\_\_\_ **Date** \_\_\_\_\_

**For MSU Extension County 4-H Staff Use Only**

Based on the information above, this group meets the requirements to be eligible for a 4-H charter, and is authorized to use the 4-H name and emblem in connection with its program and activities and is considered an official 4-H unit of Michigan State University Extension.

4-H Extension staff \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Signature)

**Place this form in the group's file.**