



Iowa 4-H Charter Agreement

4-H Clubs and Learning Communities

County _____

Club Name _____

A 4-H charter represents an agreement by the club with the United States Department of Agriculture on the proper use of the 4-H name and emblem, and the agreement by the club with Iowa State University Extension and Outreach 4-H Youth Development to follow and abide by all state and local 4-H policies, procedures and other requirements. The Iowa 4-H program is required by USDA NIFA to ensure that all uses of the 4-H Name and Emblem adhere to federal guidelines.

The Club or Learning Community will:

- Follow all guidelines as described in the Iowa 4-H compliance report (4HP 0003), and complete the form on a regular basis as requested.
- Schedule and hold a minimum of six educational gatherings or meetings per year.
- Provide a welcoming and safe environment to all members.
- Follow all state and county 4-H policies and procedures.
- Follow state and national guidelines for using the 4-H name and emblem.
- Maintain a membership of at least five members from at least three families.
- Have the appropriate number of volunteer leaders who have current approved status through the Iowa State University Extension and Outreach child protection screening process to safely maintain appropriate youth to adult ratios.
- Have a volunteer organizational leader who has completed new volunteer orientation training.
- Be appropriately structured, providing leadership opportunities for youth.
- Submit a calendar of planned educational programs and activities annually.
- Comply with Extension District financial policies related to 4-H club funds.
- Comply with all dissolution processes as applicable.

Process for Submission:

1. The organizational leader(s), county 4-H youth staff member(s), and youth program specialist will create a new club record in 4HOnline. Required information includes club name, description, and planned activities, location, general schedule, and contact information for one leader.
2. This form will be uploaded to the club record one time, and once each time there is a change of primary leader. Upon completion, this club will be granted "provisional charter status" until the completion of one full program year when the requirements will be reviewed in consideration of "active charter status."
3. You may request a charter certificate from the Iowa 4-H office if you wish. This can be used for publicity and club historical documentation purposes, but is not required.

Official Signatures

This group agrees to maintain the requirements to be eligible for an Iowa 4-H charter, and is authorized to use the 4-H name and emblem in connection with its program as an official 4-H unit of Iowa State University Extension and Outreach.

4-H Volunteer Club Leader

Date

State 4-H Youth Program Specialist

Date

County 4-H Youth Staff

Date