Who Owns the 4-H Clover?

The 4-H name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture for the educational and character-building purposes of the 4-H program and can be used only as authorized by the statute and in accordance with the authorization of the Secretary or designated representative.

The 4-H name and emblem may be used by authorized representatives of the United States Department of Agriculture, the Cooperative Extension Service, the land-grant institutions and the National 4-H Council.

Extension administration may grant authorization for the use of the 4-H name and emblem for educational or informational uses that the Cooperative Extension Service deems to be in the best interest of the 4-H program and that can be properly controlled by the Cooperative Extension Service.

Excerpts from: *The 4-H Name and Emblem: Guidelines for Authorized Use*, USDA.

Why Do Clubs/Councils/Affiliated Organizations Need a Charter?

The Dean and Director of University of Nevada Cooperative Extension is authorized to grant use of the 4-H name and emblem, within intended uses, to local 4-H clubs/councils/affiliated organizations (hereafter called “4-H Entities”). The Dean may authorize the State 4-H Youth Development Specialist/Coordinator to also grant the use of the 4-H name and emblem.

The 4-H Charter is a written agreement signifying a 4-H Entities’ use of the 4-H name and emblem and insuring they are providing a positive youth development experience for their youth. Every Nevada 4-H Entity is expected to complete and submit the 4-H Charter Application to the local county Cooperative Extension office by October 1. New 4-H Entities may form and charter at anytime throughout the year.

What does it mean to be chartered?

- Your group has the privilege of identifying itself as a 4-H Entity by using the 4-H name and emblem.
- You agree to provide a positive youth development environment that upholds the dignity and educational purposes of the 4-H program.
- Your club will be able to be a voting member of the County 4-H Council, if one exists in your county.
- Members of the club will be able to participate in club-specific activities.
- Your club/council/affiliated organization will have the right to raise and collect funds in the name of 4-H.
How Do Clubs/Councils/Affiliated Organizations Become Chartered?

1. Applications will be distributed by the local Cooperative Extension offices in each area in Nevada to 4-H club/council leaders.

2. Local county Extension 4-H personnel will meet with the 4-H clubs/councils/affiliated organizations to make sure everyone understands the purpose and requirements for chartering.

3. Completed applications from existing 4-H clubs/councils/affiliated organizations and must be turned into the county Extension office each year by October 1 to be recognized as a 4-H club/council/affiliated organization for the current program year. However, new clubs/councils/affiliated organizations can be formed and chartered at anytime throughout the year. Charters will be reviewed and reissued every 5 years.
   - If forms are not received by the due date, a staff member from the local office will contact the 4-H Leader of the Club/Council/Affiliated Organization.

4. 4-H Leaders of the Club/Council/Affiliated Organization will be notified upon approval of the application.

Information that must accompany

4-H Charter Application (located on the UNCE 4-H website):
   - Annual Financial Reporting Form
   - EIN number and tax exempt letter
   - Filing annually e-Postcard or 990 at the year’s end
   - Bank account information and signatories
   - Affirmative Action statement
   - Plan/calendar for upcoming year
   - Constitution and bylaws of club/council/affiliated organization

4-H Clubs/Councils/Affiliated Organizations Constitution and Bylaws

Each 4-H club/council/affiliated organization (hereafter called “4-H Entity”) is required to have a standard set of constitution and bylaws (see template). The template may be customized to fit the needs of the county. There is also the option of adding a county section. Each article that is included in the template must be included in the constitution and bylaws and agreed upon by the 4-H Entity. The dissolution clause must stand as written and cannot be changed. This document reflects the organizational makeup of the 4-H Entity. It describes when and where the 4-H Entity meets, what the leadership structure is, etc. The entire 4-H Entity is responsible for utilizing the template as well as writing and approving the constitution and bylaws. It is important that members, parents and volunteer leaders have input in how the 4-H Entity operates.

After completing the constitution and bylaws, meet with the local Cooperative Extension office to review.

The constitution and bylaws should be reviewed on an annual basis.

Refer to Template 4-H Club Constitution & Bylaws

The University of Nevada, Reno is an Equal Employment Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and sexual orientation in any program or activity it operates. The University of Nevada employs only United States citizens and aliens lawfully authorized to work in the United States. Women and under-represented groups are encouraged to apply.