Nevada 4-H Charter Application

Frequently Asked Questions

Why charter?

- Federal regulations mandate that each University of Nevada Cooperative Extension 4-H entity be officially chartered.
- A 4-H Charter recognizes and identifies 4-H entities as eligible and approved to use the 4-H name and emblem for educational purposes and goals, and to be able to participate in official 4-H activities and educational programs.
- 4-H charters are presented on behalf of the United States Department of Agriculture (USDA) and the University of Nevada Cooperative Extension 4-H youth development program. The charter is signed by the Secretary of the United States Department of Agriculture (USDA) and the Dean of University of Nevada Cooperative Extension who will then delegate to the Nevada State 4-H Youth Development Specialist.

All University of Nevada Cooperative Extension 4-H entities are required to apply for an official charter and must renew their charter every five (5) years.

How does a 4-H entity receive a charter?

All University of Nevada Cooperative Extension 4-H entities must provide the following:
- Completed University of Nevada Cooperative 4-H Charter application
- Provide required specified documentation (see application checklist)
- Obtain signatures from all of the following: president/youth leader; certified volunteer 4-H leader; and county 4-H personnel (In the event that 4-H personnel are not present in the county, the signature of the County Extension Educator is required)

Where will completed charter applications be filed?

Upon receipt of a completed club charter by the local Cooperative Extension County office, the county office will review the charter application and associated materials for accuracy and completeness. When the charter application has been deemed complete and acceptable, the appropriate Cooperative Extension county personnel signs the application, makes a copy to be sent to the State 4-H Youth Development office and keeps the original.

The State 4-H office will send the county 4-H personnel the official charter upon approval of the submitted application. County Cooperative Extension offices will keep a separate file for each chartered entity (both active & inactive). Charter files will include information and copies of the following:
- Copy of charter
- Copy of Federal EIN Number (if a bank account is utilized or if a club fundraises)
- Bank account number and the signatures on the account
- Proof of tax exempt annual filing by e-Postcard or the 990
- Annual financial statements
- Letters of dissolution/disbanding (if applicable)
- Copy of Constitution/Bylaws
- Membership lists/volunteer lists
- Other appropriate documentation deemed by the county (if applicable)
Nevada 4-H Chartering:  Frequently Asked Questions

What happens if a 4-H entity dissolves/disbands?

First an official letter from the local county extension office will be written to the 4-H Club or 4-H Council officers notifying them of their non-chartered status and the dissolution of the 4-H Club. Included in this letter will be the guidelines for the funds and resources they have acquired in the name of 4-H.

The University of Nevada Cooperative Extension county 4-H personnel will send a letter to the State 4-H office stating that all the property of the particular 4-H entity has been submitted to the county Cooperative Extension office for appropriate distribution according to the dissolution and financial guidelines for chartered 4-H entities and that the charter is to be canceled, effective the date of dissolution. Dissolution clause should be in all club constitutions stating that: Upon dissolution of the club, any assets (i.e. monies, funds, equipment, supplies, etc.) remaining shall be conveyed to the county Leader’s Council or the local UNCE 4-H youth development program. These funds will continue to be used for 4-H educational purposes and determined by the groups involved.

What happens if a 4-H entity falls below charter requirements?

Clubs falling below charter requirements will be placed on probation and will have one year to fulfill the charter requirements in order to return to full chartered status. If requirements are not fulfilled within one year, the charter will be revoked and the property of the particular 4-H entity will be submitted to the county Cooperative Extension office according to the financial guidelines for chartered 4-H entities and the charter is to be canceled effect the date of dissolution.

What happens if a 4-H entity divides?

When entities divide, either by a county decision or by a vote, all assets and money should be divided equitably between the new entities. The new entities will need to meet 4-H charter requirements to be chartered. If the new name(s) is/are different, the old charter becomes null and void and the new group(s) will need to re-apply for a new charter. An official letter will be written by the local cooperative extension office that will explain the process for a 4-H club dividing and chartering of a new club should that be the decision made.

Can a “family club” be chartered?

A family is not actually a “club” – you cannot have 4-H families with only related family members included as part of chartering process. Families must become a part of the membership of a chartered official 4-H club. Special exceptions on a temporary basis could be applied for an entire county if they have documentation that it is necessary. There would have to be a plan in place to get these families incorporated within a reasonable time frame to a 4-H club. All of this has to be documented, applied for and approved by the USDA. Families would not be allowed to fund raise, have bank account or EIN number in the name of 4-H. They would not be allowed to be chartered.
What is an independent project and is it chartered?

An independent project is a 4-H project that is taken by a youth and has a 4-H leader, who is not related to them, that is leading and guiding them in the project. This adult leader could be the 4-H staff member or a UNCE certified volunteer under the 4-H staff member’s guidance. Independent projects are not chartered as they are already under the 4-H staff member who is under the University of Nevada Cooperative Extension 4-H youth development program. They would not handle funds; have a bank account or EIN number.

What about chartering 4-H after-school or military clubs?

If the groups are 4-H clubs and we are willing to accept responsibility and accountability for them they would be chartered. They will follow the same requirements as any 4-H club for chartering and tax-exempt status. If the groups are in schools or on military installations and we are working with them, a letter of authorization can come from the state 4-H office to use the 4-H name and emblem for the 4-H program. These groups would not handle funds or have an EIN number.

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