**NEVADA 4-H**

**4-H Chartering Requirements & Definitions**

(Approved/Revised; August 2010)

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### 4-H Chartering Requirements

**4-H CLUBS/COUNCILS/AFFILIATED ORGANIZATIONS**

Hereafter, 4-H Clubs/Councils/Affiliated Organizations will be referred to as “4-H Entity”.

A 4-H Entity must be chartered by National 4-H Headquarters at the U.S. Department of Agriculture and the appropriate State 4-H Program office in order to:

- be recognized as part of 4-H
- be authorized to use the 4-H Name & Emblem
- be eligible for tax exempt status.

County & State 4-H offices should maintain documentation on the issuance of Charters to 4-H Entities. The decision whether or not to charter a potential group is at the discretion of the County & State 4-H Program Office and will not be reviewed by National 4-H Headquarters.

All Nevada 4-H Entities are required to apply for and receive an official charter and renew their charter every five (5) years.

**WHAT THIS MEANS:**

- 4-H Entities need to fill out the following documents and forward to County Office:
  - Chartering Application
  - Charter Official Requirements
  - Charter, Constitution & Bylaws
  - Sample 4-H Constitution & Bylaws
  - Sample Annual Program Plan
  - Sample 4-H Meeting Outline

- After review by the County UNCE/4-H Office, a copy of Application and Official Requirements shall be forwarded to State 4-H Office.
- State 4-H Office approval of official charter document is signed by UNCE Dean, State 4-H Program Coordinator/Leader then forwarded to County for designated County official signature.
- Copies of all documents are retained in State and County office.
- Only 4-H Entities that are Chartered will be permitted to use 4-H Name & Emblem.

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### 4-H Definition Of 4-H Clubs & 4-H Projects

**STRUCTURE OF A 4-H CLUB:**

- Enrolls at least 5 youth members from at least 3 families. **Family clubs cannot be chartered.**
- Conducts a minimum of 6 regular club meetings per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- Selects youth officers or youth leaders to provide leadership to the club.
- Meets in any location—a home, community center, military installation, library, public housing site, school, after school program, and/or many other places.
- Adapts to and supports mobility of youth and parents—linking them to 4-H programs in other counties and states.
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats. Is advised by adult staff or volunteers who have been screened and trained.
- Families and independent members are welcome to participate as part of the 4-H experience; however, the IRS and National 4-H Policies prohibit 4-H families or independent members from inclusion under the 4-H General Exemption Number as a tax-exempt entity, and from raising funds for their specific family group or members.

**WHAT IS A 4-H PROJECT?**

A 4-H Project is a planned sequence of age-appropriate and research-based learning opportunities. As a result of long-term active engagement in the project, the youth gains knowledge and develops skills based on planned goals and identified outcomes. 4-H project work is guided by trained adults who help youth set goals and provide access to appropriate curricula and resources.

**DOES A PROJECT NEED TO BE CHARTERED?**

A “project” itself can’t be, but a “project” club needs to be Chartered.