University of Nevada 4-H Youth Development
*Club/Council Charter
Official Requirements

County:________________________________  Date:___________________________

Name of 4-H Entity:  __________________________________________________________________

The following requirements must be met in order for the 4-H entity to qualify for an official 4-H charter (identified below). Please initial next to each requirement that has been fulfilled.

______ Must have five or more members in the club/council from three different families. (Exception: Cloverbuds and independent projects)
Youth participants must meet age requirements of being 5 years old by January 1 and not exceeding 19 years of age by January 1 of current 4-H year.

______ Membership meets the Affirmative Action guidelines for 4-H entities according to the University of Nevada Cooperative Extension Plan for Compliance and other anti-discrimination laws and guidelines. (Exception: 4-H Family groups)

______ Have an identified leadership structure.

______ Have at least one University of Nevada Cooperative Extension (UNCE) certified volunteer as the point of contact. (Exception: Cloverbuds must have two certified volunteers)

______ Show evidence of a planned educational program which can include an annual plan, club goals and curricula used. To be retained in County office

______ Have a written constitution and/or set of bylaws. To be retained in County office (Exception: Cloverbuds)

______ Provide Federal EIN tax number. (if the entity handles funds, accepts gifts or has checking/savings account(s) EIN Number # _____________________________.
______ Have on file an annual e-Postcard or 990.

______ Submit a completed Annual Financial Statement. To be retained in County office

We declare that we have met the above requirements where applicable.

Signatures:

__________________________________  ______________________________
Club Representative Signature      Date UNCE 4-H                 Signature     Date

*Check with your local county 4-H program since there may be additional club/county operational procedures and requirements that you need to meet. Signature of county UNCE 4-H representative verifies that all state and any additional county requirements for charting have been met.”

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