



Arizona 4-H Charter Application

Frequently Asked Questions

Why Charter?

- Federal Regulations mandate that each Arizona 4-H entity be officially chartered.
- A 4-H Charter recognizes and identified 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 Arizona. The Charter is signed by the Secretary of the United States Department of Agriculture (USDA) and the Director of Arizona Cooperative Extension who will then delegate to the Arizona State 4-H Program Leader.

All Arizona entities are required to apply for an official charter and must renew their charter every three (3) years.

How Does a 4-H Entity Receive a Charter?

All Arizona 4-H entities must provide the following:

- Complete Arizona 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 a County 4-H Youth Development Agent. (In the event that there is not a 4-H faculty member present in the county, the signature of the County Extension Director is required.)

Where Will Completed Charter Applications be Filed?

Completed Charter applications will remain at your county office. The State 4-H office will send the County 4-H Youth Development Agent 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 copies of the following:

- Copy of Charter
- Copy of EIN Number (if a bank account s utilized)
- Annual Financial Statements
- Letters of Dissolution/Disbanding (if applicable)
- Copy of By-Laws
- Membership Lists/Volunteer Lists
- Other Approved Documentation (if applicable)

What Happens if a 4-H Entity Dissolves/Disbands?

The County 4-H Extension Agent 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 according to the Financial Guidelines for Chartered 4-H entities and that the charter is to be canceled, effect the date of dissolution.

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 moneys 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.

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