



Application for Renewal of 4-H Club Charter

All Maryland 4-H Clubs must renew their Club Charter every three years, on the schedule managed by the State 4-H Office. To apply for renewal of a 4-H Club’s Charter, the Organizational Club Leaders must submit this application and all supporting documentation to the local county/city University of Maryland Extension (UME) 4-H Program Office by the due date set by that office. The 4-H Educator will review the application package and, when it is determined to meet all requirements, will forward it to the State 4-H Office for approval by the State 4-H Program Leader. Charter Renewal Applications are due to the State 4-H Office by January 31.

Name of 4-H Club: _____

County/City 4-H Program: _____

Organizational Club Leaders: 1) _____

2) _____

Club EIN: _____

Supporting Documentation Checklist

(Check in appropriate column when completed)

	Club Leader	4-H Educator	Uploaded 4HOnline
Club Bylaws <ul style="list-style-type: none"> • <i>Current & approved within 90 days of this application</i> 			
Annual Program Plan <ul style="list-style-type: none"> • <i>For upcoming 4-H year</i> • <i>Club will hold at least 6 business/educational meetings</i> 			
Club Officer Roster <ul style="list-style-type: none"> • <i>For upcoming 4-H year</i> 			
Public Relations Efforts by Clubs Report (AA-4H/HE4) <ul style="list-style-type: none"> • <i>For previous 4-H year</i> 			
Membership & Leadership – <u>Active</u> profiles in 4HOnline <ul style="list-style-type: none"> • <i>Minimum 5 youth members from 3 families</i> • <i>2 UME Volunteers designated Organizational Club Leaders</i> 			
Financial Reporting Requirements - Submitted for last Fiscal Year <ul style="list-style-type: none"> • <i>IRS 990 – Proof of Filing/Acceptance</i> • <i>Annual Financial Summary</i> • <i>Property Inventory Report</i> 			

Club Certifications & Request

Our 4-H club understands that the use of the 4-H name and emblem is protected by federal law, and can only be used by 4-H Clubs and Groups holding a valid 4-H Charter granted by the State 4-H Program Leader. Additionally, we understand that Maryland 4-H is part of University of Maryland Extension (UME), and we pledge to uphold nondiscrimination policies of the University of Maryland.

We certify that this 4-H club fully meets the requirements of the Maryland 4-H Chartering Program and respectfully request to renew our official 4-H Charter.

Club President: _____
Signature Printed Name Date

Club Leader: _____
Signature Printed Name Date

Club Leader: _____
Signature Printed Name Date

4-H Educator's Recommendation

I have reviewed this Application for Charter Renewal and the supporting documentation, and make the following recommendation:

- I recommend renewal of this 4-H Club's Charter
- I do not recommend renewal of this 4-H Club's Charter (*explain reason below*)

I do not recommend this 4-H Club's Charter be renewed for this/these reasons:

4-H Educator: _____
Signature Printed Name Date

State 4-H Program Leader's Decision

- This 4-H Club's Charter is **renewed** for three (3) years
- This 4-H Club's Charter is placed on **probationary status** as follows:

- This 4-H Club's Charter request for renewal is **denied** as follows:

State 4-H Program Leader: _____
Signature Printed Name Date