New 4-H Club Charter Application

The 4-H name and emblem is a highly valued mark and has been granted a very unique and special status – similar to the Presidential Seal and the Olympic emblem. This federal protection makes it a mark unto itself with protection that supersedes the limited authorities of both a trademark and a copyright. As a result, anyone using the 4-H name or emblem must obtain permission to use it, which is granted when they receive a charter certificate. 4-H charters are presented on behalf of the United States Department of Agriculture (USDA) and The University of Maryland Extension.

4-H Club Charters are issued at the time a new 4-H Club is formed. Charters are renewed for January 1 to December 31st of each following year. For more information about the requirements for and privileges of a Maryland 4-H Club Charter, see the Maryland 4-H Club Charter Requirements.

To apply for a 4-H charter, the organizational leader of a 4-H club must submit this application, along with the appropriate documentation (listed below) to the local University of Maryland Extension 4-H Office. They will review and then forward to the Maryland 4-H Youth Development Program for approval. When the charter is approved it is presented to the club and allows the club the full benefits of the 4-H organization; including the use of the 4-H name and emblem and the federal tax-exempt status of 4-H.

All 4-H Club Charters must be renewed on an annual basis.

Proposed Name of 4-H Club: __________________________________________
Club Organizational Leader: __________________________________________
Address: __________________________________________________________
Phone: ___________________________ Email: _______________________________
Club #: ___________________________ Local UME Office: ___________________

Maryland 4-H Club Charter Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>For Extension Office Use Only:</th>
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<tbody>
<tr>
<td>1. The club has a federal EIN tax number. EIN #</td>
<td>Attachment Included?</td>
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<tr>
<td><em>(Military clubs or afterschool programs in which certification for tax purposes are obtained through other entities must complete the 4-H Club Additional Financial Entity form and attach.)</em></td>
<td>□ Yes □ No</td>
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<tr>
<td>2. The club has at least five members from three different families and a list of members is attached.</td>
<td>□ Yes □ No</td>
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<tr>
<td>3. The club has at least two trained UME volunteer leaders and a list of leaders is attached.</td>
<td>□ Yes □ No</td>
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<tr>
<td>4. The club has elected and trained youth officers and a list of officers is attached. <em>(not required of Clover Clubs)</em></td>
<td>□ Yes □ No □ N/A</td>
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<tr>
<td>5. The club has adopted bylaws and a copy is attached.</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>6. The club has completed the affiliation agreement and a copy is attached. <em>(not required of military clubs or afterschool programs in which certification for tax purposes is obtained through other entities)</em></td>
<td>□ Yes □ No □ N/A</td>
</tr>
</tbody>
</table>
Our 4-H club understands that the use of the 4-H name and emblem is protected by federal law. I certify that this 4-H club fully meets the requirements to be a 4-H authorized group and respectfully requests an official 4-H Charter in order to operate as a legal 4-H entity.

President: 

Name ___________________________ Signature ___________________________ Date ____________

Club Organizational Leader: 

Name ___________________________ Signature ___________________________ Date ____________

Extension Educator: 

Name ___________________________ Signature ___________________________ Date ____________

For Maryland 4-H Youth Development Program Use Only:

_____ This 4-H club is approved.

_____ This 4-H club is not approved for the following reasons: __________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

_____ This club has been added to the financial reporting document.

Official Signature: ___________________________ Date Reviewed by 4-H Center: ______________

Upon final review of this renewal application by the local Extension Educator, the club should be notified of its status. This application should be filed and kept for a period of three years in the local UME office.

Revised 10/12

The University of Maryland Extension programs are open to any person and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, national origin, marital status, genetic information, political affiliation, and gender identity or expression.