



4-H Club Charter Application

For clubs managing funds

MN 4-H Club Members and Volunteers: Thank you for choosing to be part of a 4-H club!

Each year, the University of Minnesota Extension grants clubs authorization to use the 4-H name and emblem through the completion of a charter application. The club charter application must be completed annually on or before October 31 to keep club status and benefits. The 4-H name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture for educational and character building purposes and may only be used by authorized representatives.

As part of the charter application, a club commits to:

- Adopt and operate according to the model [Minnesota 4-H club constitution and bylaws](#).
- Provide a quality learning environment that upholds the dignity and educational purposes of the 4-H Youth Development program.
- Provide learning and leadership experiences for members through club meetings and project work.
- Gather six or more times per year and maintain a membership that is conducive to group learning (minimum three families and six members).
- Operate according to the policies and procedures of the U of M and MN 4-H. This includes, but is not limited to the [Equity, Diversity, Equal Opportunity, and Affirmative Action policy](#), the [Safety of Minors policy](#), [MN 4-H risk management policies and practices](#), and the [MN 4-H Code of Conduct](#).

Once this application is reviewed and found to be complete and accurate, your club will receive notification that your charter is approved. An approved charter means:

- The group has the privilege of identifying itself as a 4-H club or group by using the 4-H club name and emblem (clover symbol).
- The club and/or members will be able to vote at meetings of the County 4-H Federation/Council.
- The club will have the right to seek approval to raise and use funds in the name of 4-H.
- The club will be included on the U of M required annual information report filed with the Internal Revenue Service. The 990N tax return will be filed for your group.
- Youth enrolled as members and adults accepted as Minnesota 4-H Volunteers will have access to a variety of educational opportunities and resources as well as supplemental accident insurance.

We look forward to receiving the club charter application at the county/tribal Extension office on or before October 31. Please contact your 4-H Extension educator if you have questions.

Sincerely,

Jennifer Skuza
Associate Dean & State 4-H Director

Additional charter information

Additional resources

The 4-H Club Chartering process connects many aspects of the 4-H program policies related to planning and reporting. Supporting information is available <https://z.umn.edu/leadinga4Hclub>. Here are specific resources:

- Officer Books: The club secretary and treasurer books and tracking documents; the treasurer book training can be found at z.umn.edu/4hClubOfficers
- Planning Worksheets: a collection of worksheets to aid 4-H club program planning can be found at z.umn.edu/4-hplanning
- Goal setting: z.umn.edu/4-hgoalsetting
- Volunteer Roles: z.umn.edu/4hVolunteerRoles
- Adult leadership strategies: z.umn.edu/4hAdultLeadershipStrategies
- Youth leadership strategies: z.umn.edu/4hYouthLeadershipStrategies
- Youth safety: z.umn.edu/4hKeepingYouthSafe

Complete charter information

The charter application includes all items needed to be a chartered 4-H club for the upcoming 4-H program year (October 1-September 30).

No charter information received by October 31

The club cannot meet until chartering documents are completed and submitted.

Lacks two Minnesota 4-H volunteers

If a club charter is received, but one or more of the adults listed as leaders are not screened and approved as MN 4-H Volunteers, this is a Safety of Minors policy violation. The club cannot hold any further 4-H meetings or activities until this requirement is met.

Youth officer(s) not enrolled

If a club charter is received, but the youth officer(s) listed is not enrolled in 4-H Online, the youth may not serve in an officer role until they are enrolled. A new officer must be selected if they are not enrolled by November 30. Youth must be enrolled in MN 4-H to participate in any 4-H events or meetings.

Club goals, calendar, or financial information missing

Club leaders will be informed of missing information and must submit this information by December 31.

Charter not completed by December 31

Clubs not meeting the chartering requirements by December 31 will be disbanded unless other arrangements are made with 4-H Extension educator. Club leaders will receive directions for disbanding and members will receive notice about other options for membership in the county.

4-H club charter application 2026-2027 for clubs managing funds

Return (deliver, mail, email) to the local Extension office on or before October 31.

Club information and approval

- 4-H Club Name:
- County/Tribal Nation:
- Name of person completing this application:

Charter type (select one)

- ☐ Renewal - chartered in previous year; submit by October 31
- ☐ Disbanding chartered club

Date this charter application was reviewed, approved by members, and documented in meeting minutes.

- Approval Date:

Adult leadership

MN 4-H volunteers serving as organizational/key leaders (Two required)

- MN 4-H Adult Volunteer:
- MN 4-H Adult Volunteer:
- Additional 4-H Adult Volunteer(s):

MN 4-H volunteer/s serving as an adult advisor to the youth treasurer

- MN 4-H Adult Volunteer:
- All MN 4-H Adult Volunteer(s) listed on bank accounts:

Minnesota 4-H volunteer serving as an adult financial verifier

(Only needed if youth treasurer and adult advisor are related/in same household OR if club structure does not allow for a youth treasurer due to age limitations of members (ie. Cloverbud Club).

- MN 4-H Adult Volunteer:

Youth leadership strategy

Share how youth will be given voice and leadership experiences within the club.

Youth must enroll/re-enroll in 4-H Online before the club's first event/meeting of the new 4-H program year. Select all that apply.

☐ **Youth officers**

Clubs managing funds must have a president, treasurer, and secretary identified to ensure sound financial practices are being followed unless youth in the club are too young to hold an office (e.g., Cloverbuds).

- President (name required):
- Vice-President (name optional):
- Secretary (name required):
- Treasurer (name required):
 - List all youth bank account signers:
- Other role (role and name optional):
- Other role (role and name optional):

☐ **Another youth leadership strategy.** (Examples: Officer roles rotate; each youth will have an opportunity to act as club president; members take notes; family leads a month; etc.)

Treasurer (name required if not listed above):

- All youth bank account signers:

Explain how youth will lead the meetings:

Club goals

List at least one goal the club plans to accomplish this year.

(Example: All members will practice public speaking by doing a demonstration at a club meeting.)

- 1.
- 2.
- 3.

Club calendar

The local Extension office maintains a calendar of all 4-H meetings/group activities to demonstrate it's a 4-H program if an accident occurs and our commitment to public access to programs. Clubs must let the Extension office know of any change to their club calendar. 4-H clubs must have a minimum of six planned meetings/group activities annually.

Will the location of most of your meetings/activities be in an ADA-accessible location? (Learn more at <https://z.umn.edu/AccessibilityForAll>): (circle one)

Yes

No

Mostly

Unsure

List dates, start and end times and locations below of club meetings or activities OR attach a club calendar.

Example: September 9th / 2:00PM-4:00PM / Clover Town City Park. 4-H club open house and rocket launch.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Upcoming year proposed club budget

Attach or list [proposed budget](#) below that was approved by 4-H members and documented in the minutes for the upcoming 4-H year (October 1 -September 30).

	2025-2026 Proposed	2025-2026 Actual	2026-2027 Proposed
Beginning Balance		\$	\$
Income			
Dues	\$	\$	\$
Fundraisers:			
1.	\$	\$	\$
2.	\$	\$	\$
Gifts and donations	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Total Income	\$	\$	\$
Expenses			
Meeting expenses	\$	\$	\$
Awards/recognition	\$	\$	\$
Recreation	\$	\$	\$
Scholarships	\$	\$	\$
Projects	\$	\$	\$
4-H Promotion	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Total Expenses	\$	\$	\$
Ending Balance	\$	\$	\$

Previous year financial summary

Complete the information below. This is used to file the club's 990N tax form for the previous program year.

- ☐ NOTE: If the 4-H club is not prepared to provide the financial summary and/or records, check this box to set up a meeting with 4-H staff to help organize and/or clean up the club financial accounts to ensure the numbers reported are accurate. The meeting will be scheduled prior to November 15.

	Checking	Savings
Ledger Beginning Balance (10/1 of previous year)		
Total Income (received between 10/1 and 9/30)		
Total Expenses (payments between 10/1 and 9/30)		
Ledger Ending Balance (9/30 of current year)		

Previous year financial records

Submit (turn in hard copy or email) the following documents to the Extension office for the club financial review. Note, if you used the MN 4-H Treasurer's Book everything listed below will be included.

- ☐ Checkbook ledger: Treasurer checkbook ledger for October 1-September 30
- ☐ Bank statements: October 1 - September 30 for all financial accounts
- ☐ Reconciliation documentation: Summary on the back of bank statement or other proof
- ☐ Receipts, invoices, and deposit receipts OR Minnesota 4-H treasurer's book forms, which includes items ledger, itemized income form, reconciliation form, and monthly report for October 1 - September 30.

Authorization signatures

I hereby certify that the information on this document and any attachments is complete and accurate to the best of my knowledge.

Club Officer Signature:

Date:

MN 4-H Adult Volunteer signature:

Date:

Is your club charter complete?

Check off the following when they are completed and turn into the Extension office.

- ☐ Listed at least 2 screened volunteer leaders (page 3)
- ☐ Listed names of everyone on club's bank accounts (page 3)
- ☐ Listed officers or another leadership strategy (page 4)
- ☐ Listed at least 1 goal (page 4)
- ☐ Listed or attached a calendar of meeting dates (page 5)
- ☐ Included an approved club budget (page 6)
- ☐ Completed the previous year financial summary (page 7)
- ☐ Turned in all previous year financial records (page 7)
- ☐ Included 2 authorized signatures (page 7)