4-H Charters are required for any 4-H Unit, Volunteer Management Organization (VMO) or affiliate to:

1. Be recognized by the University of California and USDA-NIFA.

2. Use the 4-H Name and Emblem.

3. Be included in the tax-exempt status of 4-H.

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| **4-H Unit, VMO (e.g., Council) or affiliate seeking charter** | **County Office** | **State 4-H Office** |
| 1. Request for approval to establish a new 4-H unit form at <http://4h.ucanr.edu/files/19724.pdf>.  2. At least five or more youth from at least three families.  3. Two or more appointed adult volunteers.  4. Submit signed Constitution & Bylaws OR Operating Procedures.  5. An official 4-H unit or group name.  6. Submit all the above paperwork to the county office of approval.  Incomplete applications returned and additional information is requested.  County director sends a letter with charter certificate:  1. Acknowledging status to 4-H unit volunteer.  2. Authorizing use of Name and Emblem.  3. Copy of 4-H Name and Emblem Guidelines.  4-H unit volunteer takes the charter, Constitution, Bylaws, meeting minutes and EIN to open a bank account. Bank account must use the UCCE office address as the address of record. Reports bank account information to county office. | County sends to the State 4-H Office:   * Constitution &   Bylaws  OR   * Operating Procedures * Request for Unit Charter Form   Request approved. State Office send charter certificate sent to county director and mails hard copy letter of standard CA 4-H EIN # issued to 4-H unit.  Requests are reviewed by 4-H YDP staff and forwarded to county director for approval. | Requests are reviewed and approved by the Statewide 4-H Director.  State 4-H Office enters EIN and unit information into 4-H Financial Reporting (if needed) and 4hOnline Enrollment System.  Request denied. County notified. |

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