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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