Name of 4-H Unit: \_\_\_\_\_ County:

4-H Unit Adult Volunteer or Other Person in Charge of 4-H Unit: \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of 4-H Unit: \_\_\_\_\_

 *(e.g., 4-H Club, County VMO, etc.)*

Purposes of 4-H Unit:

Was this unit previously chartered? (circle one) Yes (EIN #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) or No

The following documents must be submitted along with this request form to the State 4-H YDP Office to apply for a 4-H charter, which designates the unit as an official 4-H club or group.

\_\_\_\_\_ Five or more members from three (3) families and enrollment forms for each member.

\_\_\_\_\_ Two or more appointed volunteers or application forms for at least two (2) adult volunteers.

\_\_\_\_\_ Constitution and Bylaws\*

\_\_\_\_\_ An official club or group name.

\*Must be sent to State 4-H Office along with this request form.

I confirm that the constitution, bylaws and other appropriate documentation has been submitted and reviewed. Therefore, the above named is authorized to use the 4-H Name and Emblem in connection with its program and activities and is considered an official 4-H unit of the University of California Cooperative Extension.

*County 4-H YDP Staff Approval* *Date*

*County Director Approval* *Date*

*State 4-H YDP Director Approval* *Date*

*Scan completed packets to* *webell@ucanr.edu* *or mail to the State 4-H Office:*

*UC ANR*

*Attn: Whitney Bell*

*State 4-H Office*

*2801 Second Street*

*Davis, CA 95618*

|  |
| --- |
| **This Section is for State Office Use Only:** |
| **Required Materials** | **Process** |
| \_\_\_ Constitution\_\_\_ Bylaws\_\_\_ Unit Name\_\_\_ EIN Number | * Charter sent to county, Date: \_\_\_\_\_\_
* EIN entered into national database, Date:\_\_\_\_\_
* Unit added to 4-H Online system, Date: \_\_\_\_\_\_
 |
| **OFFICIAL APPROVAL FOR A NEW 4-H UNIT:****On the basis of the above purpose(s), the**  *Name of 4-H Unit*has been approved for a club/unit charter.  |

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