



Children and Youth Institute  
Michigan 4-H Youth Development

**Request for Official Approval to Establish a Michigan 4-H Youth Group**

Chartering is the process by which Michigan State University Extension recognizes a group as belonging to Michigan 4-H Youth Development and grants it authority to use the 4-H name and emblem as long as its goal is to provide a positive, experiential and educational opportunity for and with the group's members.

**INSTRUCTIONS:** To apply for a 4-H Charter, the organizational leader of a potential 4-H group must submit this form to the 4-H program coordinator in the county Extension office. Groups meeting the following minimum requirements will be granted a Charter.

**The undersigned certifies the following group will:**

- Be open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.
- Provide a welcoming and safe environment to all members.
- Agree to follow state and county 4-H policies and procedures, and state and national 4-H guidelines for using the 4-H name and emblem.
- Have at least 5 members from 2 or more families.
- Have at least two active gold-level volunteers.
- Be appropriately structured, with a leadership team of officers.
- Have a calendar of planned educational programs and activities.
- Follow all financial guidelines for 4-H groups outlined in the Michigan 4-H financial manuals including preparing and providing to the county 4-H Extension staff an Annual Financial Summary Report for any funds raised or collected in the name of 4-H including account numbers and balances.
- Complete an annual enrollment process for 4-H members and volunteers.
- In the case of group disbandment, complete the Disbanding Checklist, and the final Annual Financial Summary Report, and turn over all property and funds to the county MSU Extension Office.

**Proposed group name** \_\_\_\_\_

**Type of 4-H group** \_\_\_\_\_  
(e.g., afterschool, club, community, leaders' council, board, committee, school, special interest group)

**Meeting location** \_\_\_\_\_

**Day, time, and frequency of meetings** \_\_\_\_\_

**Group's purpose (check all that apply)**

- Find and carry out ideas to help people in our community.
- Learn more about \_\_\_\_\_
- To explore interest areas and careers through different learning activities.
- Develop members' leadership skills.
- Other \_\_\_\_\_

**Name of volunteer leader in charge of the group (printed name)** \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

My signature below indicates that I have read and agree to these provisions:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name of second volunteer leader (printed name)** \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

My signature below indicates I have read and agree to these provisions:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**For MSU Extension County 4-H program coordinator Use Only**

Based on the information above, this group meets the requirements to be eligible for a 4-H Charter and 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 Michigan State University Extension.

4-H Extension staff \_\_\_\_\_ Date \_\_\_\_\_  
(Signature Required) Revised May 2024