



Montana 4-H Charter Application Non-Club Groups

Please send completed application for charter, along with the appropriate documentation (listed on previous page) to your county Extension Agent for signature. They will then send it on to the Montana 4-H Center for Youth Development for approval.

Submission Date: _____

I. Group Information

Proposed Name of group: _____ County: _____

Date group was established, if previously in existence: _____ County (if different than current): _____

Please Identify what type of 4-H group you are.
For example: Council, Foundation, Committee, Association _____

Is a copy of the club's by-laws attached? Yes No

Federal EIN number (if applicable) _____

II. Charter Information

The _____ group
(name of group)

Of _____ Community, in _____ county meets the requirements to be a 4-H authorized group and respectfully requests an official 4-H Charter in order to operate as a legal 4-H entity.

III. Signatures

Club President: _____
Print name *Sign* *Date*

Club Secretary: _____
Print Name *Sign* *Date*

Club Leader: _____
Print Name *Sign* *Date*

Extension Agent: _____
Print Name *Sign* *Date*

Date approved by 4-H Center: _____



Montana 4-H is the youth development outreach program of Montana State University Extension Service and USDA's Cooperative State Research, Education and Extension Service. Montana 4-H will be 100 years old in 2012.

The 4-H name and emblem is intended to represent the ideals of the program with its focus on **Head, Heart, Hands and Health**. The 4-H name and emblem is very important to us as an organization because it represents who we are and what we stand for. Use of the 4-H name and emblem is strictly controlled and belongs to the 4-H youth development program, under the authority of USDA. Anyone using the 4-H name and emblem must obtain permission to use it. Permission to use the 4-H name and emblem can be revoked at any time for just cause. For instance, a charter can be revoked if reporting or fiscal management requirements are not met or ignored.

Please submit the following application for a charter to either (1) **your county Extension office if you operate only at the county level**, or (2) **directly to the Montana 4-H Center for Youth Development if you operate as a state or regional (multi-county) 4-H entity**. A charter will be granted to a 4-H group when the requirements have been met. This charter is signed by the Secretary of the U.S. Department of Agriculture and the Director of Youth Development at National 4-H Headquarters, the Director of MSU Extension, the Director of the Montana 4-H Center for Youth Development and your county agent, if applicable.

Requirements for Charter of a Non-Club 4-H Group

All 4-H groups operating at the county, regional and state level are expected to:

- Have elected officers
- Meet regularly and keep written minutes of their meetings
- Have by-laws that include a dissolution clause indicating where funds would be transferred to another 4-H entity in case of dissolution
- Provide the Federal EIN number of your organization which identifies you as a tax-exempt 4-H group to 4-H faculty or staff
- Submit an Annual Financial Summary Report to the County Agent or Montana 4-H Center for Youth Development
- Abide by and follow Montana 4-H policies and procedures

Did You Know? *The 4-H name and emblem is a highly valued mark and has been granted a very unique and special status --similar to the Presidential Seal and the Olympic emblem. This federal protection makes it a mark into and of itself with protection that supersedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the Clover resides, not with the U.S. Patent Office, but rather with a higher authority--the Secretary of Agriculture, a member of the President's cabinet. The Secretary has responsibility for the 4-H name and emblem, at the direct request of Congress. The "18 USC 707" statement at the base of the Clover is the statement in the U.S. Code that outlines the protection of the 4-H name and emblem.*