



#### **4-H Charter**

National 4-H Headquarters, part of United States Department of Agriculture (USDA), requires all 4-H Clubs and groups to obtain a charter. The 4-H Charter is a document that signifies official 4-H status authorizing a club or group to use the 4-H Name and Emblem. It is also required for a 4-H Club or group to be included under the National 4-H Group Exemption Number. County 4-H staff verifies the 4-H group's eligibility and accepts Charter Applications. However, only the Director of Extension and the State 4-H Office can issue charters authorizing a 4-H entity to use the 4-H Name and Emblem and obtain federal tax exempt status.

The following are required in order to be an official 4-H Chartered Club. The 4-H Club must have:

- Five or more registered members from at least three different families.
- One or more registered adult volunteer leaders.
- Elected officers that follow parliamentary procedures. (4-H Prep Clubs do not elect officers.)
- Educational activities that are planned and conducted.
- An official 4-H club name.
- Approved by-laws that are submitted to the county 4-H office. They must include a dissolution clause indicating club monies and property revert to county 4-H program. (The by-laws template is available on the website.)
- A commitment of inclusion: 4-H programs are available on an age-appropriate basis, without regard to race, religion, color, national origin, gender, sexual orientation, or disability.
- Agreed to follow all RCE/Department of 4-H Youth Development policies.
- Obtain EIN (federal tax exempt number) through the county 4-H office. \*
- Agreed to follow the Treasury and Fundraising of 4-H Clubs and Affiliated Groups policy. This includes submitting an Annual Financial Review to the county 4-H office, filing a 990-N (ePostcard) with the IRS, and following the NJ Charitable Registration when applicable. \*

After the above requirements have been met, an official 4-H Charter will be issued. Once the 4-H Charter is granted, it will not expire. In the event that a 4-H group fails to comply with the basic 4-H requirements as outlined in the Charter Application, the charter will be revoked and the 4-H group will need to meet the eligibility requirements in order to reapply for a charter.

See Treasuries and Fundraising of 4-H Clubs and Affiliated Groups Policy for details of National 4-H Federal Tax Exempt Status and IRS regulations.

\* 4-H Clubs that waive the right to collect dues, raise funds or collect monies in the name of 4-H and will not open or operate a bank account in the name of 4-H do not need to obtain an EIN (federal tax exempt number).