

# 4-H Charter Checklist (how do we get a charter?)

May-12

- Charter Application
- Constitution and Bylaws
- Yearly Program Plan
- Tax-Exempt Status Form (Group Agreement Option 1 or Option 2)

Charters should be applied for shortly after organizing th 4-H club. The Charter application can be found on the Montana 4-H website, [www.montana4h.org](http://www.montana4h.org).

A charter officially recognizes a 4-H Club or Affiliated 4-H Organization. Charters are provided by the United States Department of Agriculture through the State 4-H Office and Director of Extension. As a Chartered 4-H Club, groups have permission to use the name and emblem in conducting a 4-H Youth Development Program.

Submit to your County Extension Office.