

Georgia 4-H Charter Checklist



___ New Charter

___ Charter Renewal

County:

Name of Club:

Name of Club Leader:

Names of Other Key Leaders:

County Extension Contact:

___ Club leader has met and passed screening requirements Date:

___ Club leader has completed Overnight Chaperone Training* Date:

___ Club Leader has participated in Certified Club Leader Training
or completed the Club Leader Introduction with a staff member Date:

___ Key leaders listed above have met and passed screening requirements Date:

___ Leaders have received a copy of the USDA 4-H Name and Emblem requirements

___ 4-H Enrollment cards for all members (or document with similar information) have been
submitted to the county office Date:

___ 4-H Code of Conduct completed for each member (original in county office; copy with club)

___ 4-H Club Action plan has been submitted and shows evidence of the *4 Essential Elements* of
4-H (Attach plan)

___ 4-H Club Action plan shows youth in leadership roles throughout the year *

___ 4-H Club Action plan uses a varied of learning experiences

___ Audit report of funds held or generated thru the appropriate Extension office (attach report)

NOTE: 4-H Volunteer and Support Clubs/Organizations are except from * items. At the county level, clubs/organizations wishing for the exception should seek approval for the exemption from the State 4-H Leader through the County Extension contact.

Signature County Extension Contact

Date

Signature 4-H Club Leader

Date

Original with all documentation maintained at the local level. Checklist submitted to : Georgia 4-H Charters, 309 Hoke Smith Annex-UGA, Athens, Ga 30602. New clubs will receive 4-H Charters within 4 weeks of submission. Renewals will receive email confirmation of renewal within 4 weeks of submission. Both Charters and renewal emails will go to the County Extension office to the attention of the Extension contact.