



Approval Request for a New 4-H Unit

L E A D E R L E T T E R

Congratulations on your decision to form a 4-H club in Alabama! We welcome you and look forward to working with you. You and your group of young people will “. . . *explore interests and expand awareness of our world while taking advantage of opportunities to develop . . .*” as paraphrased from the mission of the Alabama 4-H program. Alabama 4-H has created criteria for establishing an organized club or unit to help you meet the challenge of assisting young people as they grow and develop. Call on your county Extension agent as a resource in developing a plan for your group. The established criteria that should be met are as follows:

- The group has five or more members.
- There are one or more adult leaders (may include teen leaders also).
- An initial meeting place is secured (plan for at least 3 months in advance).
- Basic club rules and initial areas of interest have been determined.
- Club officers have been elected or definite plans have been made to do so.
- An official club or group name has been chosen.

The group should also decide what type of club they wish to have: neighborhood, community, special interest, service, etc. The purpose should also be stated as shown in the following examples:

“To carry out a 4-H bicycle care and safety program”

“To provide opportunities for members to learn about and participate in community service”

“To learn about and share what members learn in science and technology”

“To help members learn in a variety of interest areas through community-based activities”

“To help members learn about animals in agriculture”

“To develop members’ leadership skills”

When the criteria have been met, the application on the back of this page must be completed and submitted to the county Extension office. The county Extension agent will review your plans with you, approve the request accordingly, and provide a *4-H Charter Certificate* to your 4-H club.

Application for an Alabama 4-H Club Official Charter*

The criteria have been met for establishment of a 4-H Club in _____ County, Alabama. We request that a 4-H charter be issued designating the following as an official 4-H club or group:

Name of Group: _____

Type of 4-H Group: _____

Purpose of Group: _____

Adult Volunteer Leader in Charge of 4-H unit:

Name (please print): _____

Mailing Address for Unit: _____

Phone: _____ E-mail: _____

Signature: _____

Date: _____

Comments: _____

Official Approval for New 4-H Unit

On the basis of the above stated purpose, the group named above 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 the Alabama Cooperative Extension System. An official 4-H charter certificate will be prepared.

County Extension Agent: _____

County: _____ Date: _____

* A copy of this application must be kept on file by the club leader and the county Extension office.



Tony Cook and Molly Gregg, 4-H Program Specialists

For more information, call your county Extension office. Look in your telephone directory under your county's name to find the number.

Issued in furtherance of Cooperative Extension work in agriculture and home economics, Acts of May 8 and June 30, 1914, and other related acts, in cooperation with the U.S. Department of Agriculture. The Alabama Cooperative Extension System (Alabama A&M University and Auburn University) offers educational programs, materials, and equal opportunity employment to all people without regard to race, color, national origin, religion, sex, age, veteran status, or disability.

ECP, 2.5M, **New June 2001**, YMG-3

