



# Annual Charter Application for Wisconsin 4-H Clubs and Groups

UW-MADISON EXTENSION

Revised July 2021

The Annual Wisconsin 4-H Charter Application requires 4-H Clubs and Groups to complete all of the following information. The Charter process is renewed annually. Successful completion of the Wisconsin 4-H Annual Charter Renewal Process allows 4-H Clubs and Groups use of the 4-H Name and Emblem. Information provided in this application will be reviewed by the local 4-H Program Educator and on file with the State 4-H Program. In addition, local Educators and the State 4-H Program may use data to share the 4-H story.

<b>County/Tribal Nation:</b>	<b>4-H Club or Group Name:</b>
<b>4-H Club or Group Type</b> <input type="checkbox"/> 4-H Community Club <input type="checkbox"/> 4-H Afterschool Club <input type="checkbox"/> 4-H Classroom Club <input type="checkbox"/> 4-H Military Club <input type="checkbox"/> 4-H County-wide Project Group/Committee <input type="checkbox"/> 4-H Leader Organization (Association, Council, Federation, Etc.) <input type="checkbox"/> Other: _____	
<b>Location where 4-H Club or Group Meeting will normally be held:</b> Primary Location Name & Address:  Secondary Location Name & Address (if applicable):  Are the meeting sites wheelchair accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Typical 4-H Club or Group meeting day, time, and frequency (ex. Second Tuesday of every month at 6:30 PM):</b>	
<b>Does the Club or Group have social media accounts?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list platform(s) and page/group/account name(s):  Are these accounts: <input type="checkbox"/> Public facing <input type="checkbox"/> Private group	
<b>4-H Club or Group Organizational Leader Name(s):</b>  4-H Club or Group Leader Type: <input type="checkbox"/> 4-H Club Leader <input type="checkbox"/> 4-H Group Leader <input type="checkbox"/> 4-H Program Educator or Staff  Primary Contact Leader Phone Number:                      Primary Contact Leader Email Address:	
<i>*Online form will request contact info for multiple leaders, if desired</i>	

**Does or will this 4-H Club or Group have a checking and/or savings account(s)?**

- Yes
- No

**Below are the requirements to be a recognized 4-H Club or Group. Please check all boxes that apply to your 4-H Club or Group.**

- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection process and will participate in an Annual Leadership Training. Please list participants who attended the previous year's training, if applicable:
  
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Educational plan and goals that meet the purposes of the 4-H program
- Have written operating guidelines, bylaws or constitution approved by the members to govern the club or group that have been turned into the 4-H Program Educator as updated.
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

**Notes for you:**

**SMART Goals:** As part of the chartering process, 4-H Clubs and 4-H Groups are required to adopt on annual SMART goal (Specific, Measurable, Achievable, Results-Focused, and Time Bound) for **each** of the two focus areas: **Program Quality** and **Expanding Access**. Work with your club/group to select goals from the SMART Goal Supplement Resource or write your own Program Quality and Expanding Access SMART goals for the year with percentages, dates or numbers. The SMART Goal Supplement Resource is available on the 4-H Extension website or by contacting your county's Extension office.

**Choose one Program Quality SMART Goal.**

- Goal One: Retain membership by \_\_\_\_\_ % and increase membership in the group by \_\_\_\_\_ % by \_\_\_\_\_ (date).
- Goal Two: \_\_\_\_\_% of members will complete a demonstration, a project talk, or lead a project meeting at a Club/Project meeting by \_\_\_\_\_ (date).
- Goal Three: Youth officer team will work with an adult to create and prepare an agenda for \_\_\_\_\_% of the meetings for the year.
- Goal Four: \_\_\_\_\_% of meetings will include all three components of an effective meeting. (Education, Recreation and Business)
- Goal Five: Our club will have a project leader provide a minimum of \_\_\_\_\_ hours of hands on project learning for \_\_\_\_\_ % of projects with more than 5 youth enrolled by the end of the 4-H Year.
- Goal Six: \_\_\_\_\_% of our members will complete at least one project.
- Write Your Own:

**Choose one Expanding Access SMART Goal.**

- Goal One: Our members will implement new techniques to meet the needs and interests of a more diverse group of youth by \_\_\_\_\_ (strategy) by \_\_\_\_\_ (date).
- Goal Two: Our members will help make our club more inviting, accessible, and reflective of diverse cultures by \_\_\_\_\_ (strategy) by \_\_\_\_\_ (date).
- Goal Three: Our members will help new members feel welcome and create a feeling of belonging by \_\_\_\_\_ (strategy) by \_\_\_\_\_ (date).
- Goal Four: Our members will gain a better understanding of different cultures in our club and community by \_\_\_\_\_ (strategy) by \_\_\_\_\_ (date).
- Goal Five: To spark interest in 4-H, our members will develop a \_\_\_\_\_ (marketing resource) that highlights member learning, service activities, and how to join 4-H by \_\_\_\_\_ (date). The \_\_\_\_\_ (marketing resource) will be distributed/ displayed at locations, like \_\_\_\_\_ (location), that serve community members not generally familiar with 4-H. (including \_\_\_\_\_ [underserved population]).
- Goal Six: Our members will organize/participate in \_\_\_\_\_ (number) community events to spark interest in 4-H and make the 4-H known to others within our community. The community events will include \_\_\_\_\_ (specific events) by \_\_\_\_\_ (date).
- Write Your Own:

**For returning Clubs or Groups, how were youth involved in completing the SMART goals from the previous 4-H program year?**

**Club Activities:** The following lists represent the activities that your club might plan for the coming year. You may find it useful to sketch out a program year calendar with all your ideas before completing the checklists.

**Project meetings may be planned within your Club or Group. Please check all project meetings that the Club or Group may organize for the 4-H program year. Listed below are the top projects based on current 4-H enrollment.**

- |  |  |
|--|--|
| <input type="checkbox"/> Art/Celebrate Art   | <input type="checkbox"/> Foods and Nutrition       |
| <input type="checkbox"/> Beef  | <input type="checkbox"/> Home Environment          |
| <input type="checkbox"/> Cake Decorating   | <input type="checkbox"/> Horse                     |
| <input type="checkbox"/> Cats  | <input type="checkbox"/> House Plants              |
| <input type="checkbox"/> Ceramics  | <input type="checkbox"/> Knitting                  |
| <input type="checkbox"/> Clothing  | <input type="checkbox"/> Legos                     |
| <input type="checkbox"/> Cloverbuds (for youth 5K-2nd grade)                       | <input type="checkbox"/> Music                     |
| <input type="checkbox"/> Creative Writing  | <input type="checkbox"/> Photography               |
| <input type="checkbox"/> Crocheting  | <input type="checkbox"/> Poultry                   |
| <input type="checkbox"/> Crops   | <input type="checkbox"/> Rabbits                   |
| <input type="checkbox"/> Dairy Cow   | <input type="checkbox"/> Scale Models              |
| <input type="checkbox"/> Dairy Goat  | <input type="checkbox"/> Sheep                     |
| <input type="checkbox"/> Dogs  | <input type="checkbox"/> Shooting Sports           |
| <input type="checkbox"/> Drawing and Painting                                      | <input type="checkbox"/> Swine                     |
| <input type="checkbox"/> Exploring (for 1st and 2nd year members 3rd grade and up) | <input type="checkbox"/> Vegetables                |
| <input type="checkbox"/> Fishing   | <input type="checkbox"/> Veterinary Science        |
| <input type="checkbox"/> Flowers   | <input type="checkbox"/> Woodworking               |
| <input type="checkbox"/> Food Preservation   | <input type="checkbox"/> Youth Leadership          |
|  | <input type="checkbox"/> Not Applicable            |
|  | <input type="checkbox"/> Other (please list) _____ |

**Please check ALL activities your Club or Group is likely to participate in for the 4-H program year. \*Paintball, Laser Tag, and the use of Trampolines are not an approved 4-H activity.**

- |   |  |
|---|--|
| <input type="checkbox"/> Amusement Park                       | <input type="checkbox"/> Hay Rides   |
| <input type="checkbox"/> Arts and Crafts                      | <input type="checkbox"/> Go-Karts  |
| <input type="checkbox"/> Arts Festival or Contest             | <input type="checkbox"/> Guest Speaker                                     |
| <input type="checkbox"/> Bicycle Trip/Rides                   | <input type="checkbox"/> Hiking  |
| <input type="checkbox"/> Bowling                              | <input type="checkbox"/> Ice Fishing                                       |
| <input type="checkbox"/> Camp Fire                            | <input type="checkbox"/> Ice Skating                                       |
| <input type="checkbox"/> Candle Making                        | <input type="checkbox"/> Inflatable Games                                  |
| <input type="checkbox"/> Caroling                             | <input type="checkbox"/> Lock-In/Local Overnight                           |
| <input type="checkbox"/> Corn Maze                            | <input type="checkbox"/> Parade  |
| <input type="checkbox"/> Cross Country Skiing                 | <input type="checkbox"/> Petting Zoo                                       |
| <input type="checkbox"/> Curling                              | <input type="checkbox"/> Picnics/Potlucks                                  |
| <input type="checkbox"/> Dances                               | <input type="checkbox"/> Rollerblading/Roller Skating                      |
| <input type="checkbox"/> Demonstration                        | <input type="checkbox"/> Sledding/Tobogganing/Tubing                       |
| <input type="checkbox"/> Downhill Skiing/Snowboarding         | <input type="checkbox"/> Snowshoeing                                       |
| <input type="checkbox"/> Scavenger Hunt                       | <input type="checkbox"/> Team Sport (Volleyball, Kickball, Softball, etc.) |
| <input type="checkbox"/> Escape Room                          | <input type="checkbox"/> Tour  |
| <input type="checkbox"/> Fishing                              | <input type="checkbox"/> Tree Tapping/Maple Syrup Production               |
| <input type="checkbox"/> Food Prep: Cooking/Baking/Decorating | <input type="checkbox"/> Water Park  |
| <input type="checkbox"/> Gardening                            | <input type="checkbox"/> Not Applicable                                    |
| <input type="checkbox"/> Haunted House                        | <input type="checkbox"/> Other (please list) _____                         |
|   | <input type="checkbox"/> Other (please list) _____                         |

**Please check all the boxes of the higher-risk activities your Club or Group may participate in for the 4-H program year. These activities all have specific policies and REQUIRE approval from the 4-H Program Educator prior to participation. If you indicate your group is planning a higher risk activity, the local 4-H Educator will review and let you know if it is approved. If your activities change, please update your 4-H Educator for approval.**

- |   |   |
|---|---|
| <input type="checkbox"/> Horseback Riding             | <input type="checkbox"/> Tractors   |
| <input type="checkbox"/> Mountain Biking              | <input type="checkbox"/> ATVs or UTVs   |
| <input type="checkbox"/> Shooting Sports              | <input type="checkbox"/> Waterfront: Paddle Sports  |
| <input type="checkbox"/> Go-Karts                     | <input type="checkbox"/> Waterfront: Swimming   |
| <input type="checkbox"/> Bounce House or Moonwalk     | <input type="checkbox"/> Our Club or Group is not planning to participate in any higher-risk activities |
| <input type="checkbox"/> Challenge Course or Zip Line |   |

**Please check all the boxes of the community service activities your Club or Group may participate in during the 4-H program year.**

- |   |   |
|---|---|
| <input type="checkbox"/> Blood Drives               | <input type="checkbox"/> Homeless Shelter Packages                              |
| <input type="checkbox"/> Community Events           | <input type="checkbox"/> "To Go/Youth Support" Bags for Police/Fire Departments |
| <input type="checkbox"/> Food Drives                | <input type="checkbox"/> Bell Ringing   |
| <input type="checkbox"/> Fun Run/Walks              | <input type="checkbox"/> Leaf Raking  |
| <input type="checkbox"/> Making holiday cards/gifts | <input type="checkbox"/> Pet Shelter  |
| <input type="checkbox"/> Roadside Clean-Up          | <input type="checkbox"/> Military Care Packages                                 |
| <input type="checkbox"/> Long Term Care Facility    | <input type="checkbox"/> Statewide community service project                    |
| <input type="checkbox"/> Planting Gardens           | <input type="checkbox"/> Not Applicable   |
| <input type="checkbox"/> Care Packages              | <input type="checkbox"/> Other (please list) _____                              |

**Please check all the boxes of the fundraising activities your Club or Group may participate in during the 4-H program year.**

- |   |  |
|---|--|
| <input type="checkbox"/> Bake Sales   | <input type="checkbox"/> Food Stands               |
| <input type="checkbox"/> Re-sale fundraiser (candy bar, pizzas, Kwik Trip car wash cards, plants/flowers, etc.) | <input type="checkbox"/> Haunted House Hosting     |
| <input type="checkbox"/> Cake and Pie Auctions  | <input type="checkbox"/> Plat Book Sales           |
| <input type="checkbox"/> Community kiddie carnival  | <input type="checkbox"/> Clinic/Shows              |
|   | <input type="checkbox"/> Not Applicable            |
|   | <input type="checkbox"/> Other (please list) _____ |

**Notes for you:**