

belonging, mastery, independence, generosity



Wyoming 4-H Philosophy

Clubs



In the Wyoming 4-H Program, a club is defined as having at least 5 youth enrolled from separate families with an adult volunteer directing/leading the club. Examples: Community Club, Afterschool Club, Project Club, Clover Bud, Special-Interest Club, Home School Club, etc. The club structure is the most effective delivery method for accomplishing youth development.

Clubs must be officially chartered through the University of Wyoming Cooperative Extension Service (UW CES). The 4-H educator is responsible for guiding and directing the process. Chartering is the process by which a group is recognized as an official 4-H club by the UW CES. Upon meeting established requirements, a charter is presented to the new 4-H club.

The established requirements for **obtaining** a charter are (application available):

1. A membership of at least five 4-H members from at least two separate families.
2. Screened volunteer leader to supervise the organizational needs and programs of the club.
3. An appropriately structured club utilizing a leadership team of youth officers.
4. The club and volunteers from the club must be prepared to support the 4-H program above the local club level, i.e. participation in county council meetings or county development committees.
5. A calendar of planned educational activities (i.e. meetings, workshops, community service, etc.) for a minimum of six months.
6. Adopt and utilize bylaws contained in the 4-H secretary's handbook.
7. Comply with and sign the UW Affirmative Action form.
8. Approval of application by the county extension 4-H educator.

NOTE: If the club anticipates raising funds, generating income, or having bank accounts, an Employer Identification Number /Tax Identification Number (EIN/ TIN) is a requirement of the IRS. (Obtain SS4 Form from Wyoming State 4-H Office)

See also: Financial Recommendations

Each year clubs should be evaluated and approved for renewal to continue operating as an official 4-H club for the new year. The following information should be collected and used to complete this evaluation and renewal:

1. From the Wyoming 4-H Club Treasurer's Handbook:
 - a. Chart of accounts (page 39)
 - b. Annual inventory report (page 40)
 - c. Annual financial report (page 41)
 - d. Audit form (page 43)
2. Minutes from club meetings
3. Updated Club Charter Application
4. Signed UW Affirmative Action form

To better support the county educator, a renewal form needs to be submitted to the State 4-H Office for each club each year.

Types of Clubs

Community clubs

- Usually include a large number of members of various ages who work on a variety of projects. They may all work together on citizenship and service projects but generally enroll in various individual project areas supported by the Wyoming State 4-H Youth Development Program. Such a club usually has an organizational leader and several project and activity leaders. Project groups or subgroups of the community club may meet more frequently to complete project activities.
- Project clubs
 - Learning groups of members dedicated to one primary project, but members are also encouraged to participate in various county and community events. Often, these are continuous learning groups that also have a team of volunteer leaders and an elected group of officers that meet more frequently to do more in-depth project activities.
- Special interest clubs
 - A short-term special interest program (i.e. skateboarding club, Jr. leader club) in which youth learn about a specific subject for a designated period of time. A minimum of six hours of instruction is recommended to accomplish youth development principles and concepts.

A group is a gathering of youth with a common interest in a non-club setting with the purpose of learning specific subject matter knowledge and skills. Groups differ from clubs in that the purpose is set forth and directed by adults rather than youth. The focus of a group tends to be subject-matter related rather than youth-development oriented. Examples: Wonderwise, Youth in Governance, day camp, etc.

Groups do not provide the optimal setting for all youth development principles and concepts to be maximized for the benefit of the youth.