



University of Wyoming Extension

State 4-H Office

Dept. 3354 • 1000 E. University Ave. • Laramie, WY 82071

(307) 766-5170 • [storbert@uwyo.edu](mailto:storbert@uwyo.edu) <http://4-H.uwyo.edu>

Dear XXXXX Club,

Our current records indicate that your club has not completed the 2017-18 chartering process. Club chartering paperwork for XXXXX County was due on XXXXXX.

The National 4-H Headquarters in Washington, D.C. requires all entities that use the 4-H clover to charter. The chartering process protects the name “4-H” and the 4-H emblem the “4-H Clover”. In Wyoming the University of Wyoming 4-H program is responsible for protecting the use of the 4-H name and emblem. In order to carry the 4-H name and emblem, all 4-H clubs and groups must apply for and annually renew a 4-H charter. This ensures the safety of youth members and the quality of the educational programming.

In order to remain a club in XXXX County your chartering paperwork must be completed by XXXXXXXX. If we do not receive your chartering paperwork in the mail by this time we will assume that you no longer wish to be a 4-H club. At that time we will send a letter to each of the member in your club letting them know that your club has been disbanded and give them additional options for enrolling in 4-H.

Clubs that do not charter will cease to exist, meaning that its members will not be able to enroll in the 4-H online program, show as a 4-H member at the fair, participate in county 4-H events, (ADD OTHER COUNTY BASED INFORMATION HERE).

If you need help with the chartering paperwork please let your COUNTY EDUCATOR know immediately as they would be more than willing to help you better understand the forms.

Once your chartering paperwork is received it will be reviewed by COUNTY EDUCATOR and a letter will be send to you letting you know your status as a 4-H club for the 2018-19 year.

Again, we are working to make the charter renewal process as easy as we can. Please let us know how we can help you to get this done.

Sincerely,

Sarah Torbert  
4-H Volunteer Development Specialist  
Wyoming 4-H