

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Thank you for your interest in starting a 4-H Club in the Oklahoma 4-H Youth Development program. The charter application was received and has been submitted to the State 4-H Office.

In the meantime, we will continue to work with you and other certified volunteers to establish the club, provide materials and resources for developing the leadership team, plan club meetings, handle finances, as well as providing continuing education for parents and volunteers.

The following meetings and continuing educations sessions are scheduled for this year. Please encourage volunteers and parents to attend. The information will be valuable for establishing a healthy and active club.

Date	Time	Orientation	Location
		Tools of the Trade – Club Leaders	
		New Parent Orientation	
		Working with Minors Training	
		Quarter I Volunteer Continuing Education (VCE) – Teaching and Working with Youth and Introduction to Geology Project	
		Quarter II VCE - Project Groups and starting STEM	
		Quarter II VCE– Project Groups and starting STEM groups in your club	
		Quarter III -	
		Quarter IV -	
		District Volunteer Conference	
		State Parent-Volunteer Conference	
		Quarterly PVA meeting – 7 pm, first Monday of January, April, July and October.	

Thank you for your willingness to share your time, talents and resources with the Oklahoma 4-H program.

Sincerely,

<name>

Extension Educator

4-H Youth Development Programs

CHARTER CLUBS – **COMPLETED RENEWAL PROCESS**
Letter sent to club praising them for meeting or exceeding the renewal requirements.”
Sample 3

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Congratulations your club met or exceeded the standard necessary to renew the club charter for next year! We recognize the hard work and dedication the leadership team placed on positive youth development, a healthy environment for growth and education and a safe fun place where youth and families choose to spend their time.

Please continue to practice our 4-H Motto, “To Make the Best Better.” This can be done by continuing to prepare and use On TRAC plans, recruit and retain members, set and evaluate goals for the club, involve all members in the decision-making process and provide opportunities for project growth all while providing a healthy, fun and safe environment for growth and education.

As a reminder, to maintain your “charter” status, the club will have to continue to meet or exceed the standards for being a chartered club.

Please do not hesitate to call and ask questions.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs

Attachment: Certificate of Certification

CHARTER CLUBS – NEED TO COMPLETE CHARTER RENEWAL PROCESS
 Club has not completed some portion of the renewal process.

Sample 4

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

4-H clubs are the foundation of every successful 4-H program. As the primary delivery method of 4-H, clubs provide volunteers and members with unlimited opportunities for learning, building relationships and fun. The unique opportunity for social and personal development provided through the club/group structure is the most effective and efficient way to achieve the mission of 4-H.

Each year (name) county reviews with club leadership the expectations necessary to maintain the club's Charter. In reviewing our records, the following items have not been completed for this program year (Sept. 1-Aug. 31). If the following are not turned in/completed by the date noted, the club will be placed on probation and a plan of improvement will be developed for next year. If the club **does not** meet or exceed standards while on probation the Charter can be revoked. A revoked charter means the club is dissolved.

To maintain a charter, an Oklahoma 4-H club is asked to: <i>(delete items which have been completed)</i>	Needs to be completed by
Club Management - Submitted annual set of <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Club meet regularly and kept OCES informed of changes/additions to plans, completed 2/3 rd s of the plans and the club filed Activity and Event Intent Form 7 for activities outside club meetings.	
Enrollment – Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment. Club enrollment included a minimum of five or more youth from two or more families and certified volunteer(s). Annually the club actively recruits and retains volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.	
Reporting – Club completed an end of year report of club activities and submits it to county Extension office. Report could include but not limited to the Annual Club End-of-Year Evaluation and/or E-scrapbook/Scrapbook/other county requirements celebrating club activity.	
Finances - At a minimum, one annual financial accounting of funds maintained by the county office/school activity fund/foundation is completed and approved by the club/club's leadership team. Copy of minutes filed with county office. (2012)	
Continuing Education - Have a team of local parent(s)/volunteer(s) attending all Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.	
Leadership - Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013)	
Club leader(s) met with county educator for annual review.	

Before (date) we need to visit with you regarding items noted above in an effort to insure that youth and families of the (name) 4-H club are being provided a safe healthy environment where they can thrive, grow and choose to spend their time.

Thank you for the time and interest you have shared with the (name) 4-H. Please let us know if we can be of assistance.

Sincerely,

<name>
 Extension Educator
 4-H and Youth Development Programs

CHARTER CLUB – PROBATION
Sent to clubs who did **not completed requirements** for the program year.

Sample 5

PLEASE NOTE

This letter may be used in consecutive years when a club is truly working to move forward, yet still needs constructive guidance which benefits positive youth development. There are many scenarios' which may play out and will require different approaches. Please be flexible, yet focused on constructive steps rather than punitive. Seek advice from District or State staff as the situation requires.

REVOKING a CHARTER – No sample letter has been provided for revoking a charter. Before taking action consult with district or state staff and be prepared to provide documentation of the consultation/counseling which has taken place or the action which merits revoking a charter.

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Oklahoma 4-H is dedicated to supporting and insuring that 4-H clubs provide a safe healthy environment where volunteers and members have unlimited opportunities for learning, building relationships and can look forward to club meetings and activities.

We met on (date) and agreed that the club would develop a feasible plan of improvement for the 20__-20__ 4-H year. As part of the plan the club leadership team (youth and adults) will make a diligent effort to achieve the written expectations with the support and assistance of the county extension office. Please know we are dedicated to helping the club achieve their goals.

Together we continue to “Make the Best Better.”

Sincerely,

<Name>

Extension Educator, 4-H and Youth Programs

Attachments: Written Plan of Improvement