



OKLAHOMA COOPERATIVE EXTENSION SERVICE

Division of Agricultural Sciences and Natural Resources

4-H Youth Development Program

205 4-H Youth Development Bldg, Stillwater, OK 74078
(405) 744-5390 (405)744-6522 – fax

August 18, 2014

_____ Cooperative Extension Service

This is to advise you that the Oklahoma State University Cooperative Extension Service, 4-H Youth Development has approved _____ to use the 4-H Name and/or Emblem for the following purpose: educational programs, marketing and visibility and fund development that specifically supports the educational functions of 4-H and which support the overall mission of the Oklahoma 4-H Program.

Conditions of this approval are based on agreements between this office and _____ regarding the use of the 4-H Name and/or Emblem for the stated purposes. We reserve the right to review, inspect or withdraw approval at any time for violations in the use of the 4-H Name and/or Emblem.

The 4-H Name and Emblem are protected by federal stature. For all printed materials and other items where it is feasible, the words "18 U.S.C. 707" must be used as an integral part of the 4-H Emblem. Please see the 4-H National Headquarters USDA Fact Sheet at http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf

for the correct electronic version of the 4-H Emblem and a copy of the 4-H Name and Emblem Graphic Standards.

An annual Club assessment will be completed with club leadership to review whether a club shall maintain their "active" status as a Chartered Club. As standards evolve or change, the county educator will be responsible for communicating the changes directly to club leadership.

1. Submit annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office. Keep OCES informed of changes and additions.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Complete and submit to the county office an end of year report of club communicating/illustrating how the clubs focused on the implementation and/or performance of the 10 "Good Practices" of a 4-H Club.
4. At a minimum, request an annual financial accounting of funds from the county office/school activity fund/foundation to have reviewed and approved by the club's leadership team.
5. Complete a regular enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.

If at any time the club applies for an EIN or 501C3 status with the Internal Revenue Service that information must be filed with the county extension office.

A copy of this authorization is to be maintained in the county office and a copy provide to club leadership. In the event club leadership changes, a copy of the authorization will be provided to the "new" leadership.

Sincerely,

Kevin Allen
State 4-H Program Leader and Assistant Director
OCES, 4-H Youth Development