

Arkansas 4-H Club Chartering Process

Requirements

- Must have at least 6 members enrolled in a project
- Two unrelated adults who have cleared background checks and training
- Submit PCT-14 (Request for Official Approval of 4-H Club) to the county office for civil rights file.
 - Upload PCT-14 to [OneDrive](#) for approval.
- Complete Club Charter form and upload in ZSuite.
- Create and maintain bylaws upload to club documents in ZSuite.
- Once charter is approved, State office will upload charter certificate to club documents in ZSuite.

Where are Documents Kept?

- PCT-14, Bylaws, Charter Form, and Charter Certificate – ZSuite in club documents.
- PCT-14– kept in civil rights folder in county extension office.

All Charter paperwork and forms can be found on our [STAFF 4-H](#) webpage under “Chartering 4-H Clubs”

