



July 19, 2021

**MEMORANDUM**

To: 4-H Agents

**Re: Authorization for Use of the 4-H Name & Emblem**

Annually, the Louisiana 4-H Program is required to provide authorization to each 4-H club at the beginning of each year granting permission to use the 4-H name and emblem. This packet includes the instructions and directions for the completion and submission of the authorization for use of the 4-H Name & Emblem. Please review this packet carefully and if you have any questions, please contact your Regional 4-H Coordinator or me in the state 4-H office.

Name, purpose, and deadlines for information provided in this packet:

REPORT/DOCUMENT NAME	DEADLINE	PURPOSE & RETENTION
Letter of Authorization (pdf letter at end of this packet)	Start of new 4-H year, the 4-H Agent should issue club a letter.	Letter is issued to each club upon the start of the new 4-H year granting permission to use the 4-H name and emblem.  Copy of the letter must be kept in 4-H Management Files for five (5) years.

Sincerely,

Dr. Todd Tarifa  
Department Head  
4-H Youth Development



# Fact Sheet for 4-H Club Leaders and Local 4-H Organization Chairs

The 4-H Youth Development program is the only youth organization that was created by an Act of Congress. Congress gave the Secretary of Agriculture responsibility for overseeing the use of the 4-H name and emblem. The Secretary delegated this authority to the States through the Directors of Extension and State 4-H Program Leaders. In the parishes, Parish Chairs and 4-H Agents are responsible for oversight.

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## The four areas which have direct impact on club leaders, their clubs and local 4-H organization are:

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### **Presentation of the 4-H Name and Emblem**

The 4-H official emblem consists of a green four-leaf clover with stem and the letter “H” in white or gold on each leaflet. There are exceptions to the color of the clover when it is not possible to use the color green for the emblem as in printing on fabric, newspapers, plaques and trophies.

When used, the 4-H name and emblem should be given a position of prominence. It is not permissible to superimpose any letter, design or object on the clover, or to alter its shape in audiovisuals, on stationary over which a letter is being written or typed, certificates, publications, etc.

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### **Annual Authorization for club or Group Use**

Annually, 4-H clubs (club organizational leaders) or chairs of 4-H groups (parish 4-H Foundations, 4-H Advisory Committees, and parish livestock organizations) will receive and be asked to sign a letter of authorization for permission to use the 4-H name and emblem.

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### **Oversight for Raising and Disbursing 4-H Funds**

On an annual basis, near the end of the club year (April-May) each 4-H club and group will submit a brief financial summary of dollars raised and distributed through the year. The financial statement (page 3) found in the Record Book for Secretary of Organized 4-H Clubs is sufficient for this purpose. This report should be kept with the club and parish office.

Any new fund-raising activities which the club or group has not been involved with previously requires the approval of the 4-H agent.

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### **Member Input into Dues and Expenditures**

The 4-H club provides the environment for 4-H members to develop skills and acquire knowledge through a variety of learning experiences. The club usually requires a club treasury to help achieve objectives. Responsible management of those funds becomes an important educational experience for a 4-H member to learn, and a skill that can be used throughout their lives.

Fund-raising activities and decisions on expenditures of funds should be central to the interests of youth and substantially involve the youth in the decision-making process. Leaders are encouraged to have club members vote on all fund-raising projects, amount of club dues and how club funds are to be spent.

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# LETTER OF AUTHORIZATION

*(signed copy to be kept on file annually.)*

This letter authorizes the \_\_\_\_\_ to represent itself as a part of the Louisiana 4-H Youth Development Program during the club year \_\_\_\_\_.

The signature of those identified below commits the 4-H Club or Group to abide by the rules for use of the 4-H Name and Emblem. This letter also certifies that the 4-H Club or Group is open to all people regardless of race, color, sex, religion, national origin, or disability, and that the 4-H Club or Group supports the goals of leadership, character, and life skills development for all 4-H members.

\_\_\_\_\_  
*Signature of Club Organizational Leader*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Club President or Chair*

\_\_\_\_\_  
*Date*

On the basis of the above purpose(s) the \_\_\_\_\_ is authorized to use the 4-H Name and Emblem in connection with its programs and activities and is considered an official 4-H unit in the Louisiana State University Agricultural Center's Cooperative Extension Service.

\_\_\_\_\_  
*Signature of 4-H Agent*

\_\_\_\_\_  
*Date of Authorization*