



Checklist for 4-H Clubs



The following are items that 4-H Clubs should have in place to operate a successful club.

- All volunteers assisting with the 4-H Club have completed the volunteer screening process.
 - Volunteer application submitted
 - Evidence of government-issued photo ID is provided to the 4-H Extension Educator
 - Three references provided and checked by the 4-H Extension Educator
 - Background checks have been successfully completed
 - Volunteers have been appointed to serve the 4-H Club by the 4-H Extension Educator
 - Signed Adult Behavioral Expectation forms are on file in Extension Office for each volunteer on an annual basis
 - Role description has been provided to each volunteer

- All volunteers assisting with the 4-H Club have annually re-enrolled as a volunteer via 4HOnline, which includes signatures on the Adult Behavioral Expectations, Vehicle Use Policy, and Personal Liability Waiver.

- All volunteers assisting with the 4-H Club are current with the Youth Safety and Reporting Child Abuse training (certification good for two years).

- At least two approved adult 4-H Volunteers are present before the first youth arrives at a 4-H event and stay until after the last youth leaves the event.

- At least 5 eligible youth from at least 3 families have completed the annual 4-H enrollment process as described by the County 4-H Program.

- A public meeting place has been secured that is easily accessible, safe, provides a good learning environment, and meets all requirements set forth by the Americans with Disabilities Act (ADA).

- A 4-H Charter has been obtained from the State 4-H Office via the County Extension Office providing permission for the Club to (1) use the 4-H Name and Emblem according to federally-established guidelines; and (2) be included under the Federal Tax Exemption Group Ruling for 4-H.

- 4-H Club Officers are elected annually to organize and lead the club's meetings and activities with advice from the 4-H Club adult volunteers.

- 4-H Club Officers receive training to more effectively complete their roles and responsibilities.

- 4-H Club Officers and members are empowered to operate the 4-H Club with minimal adult intervention.

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- An annual program of activities (dates, times, and locations) is set and communicated in advance with (1) the 4-H members and their families; and (2) the County Extension Office (on the “4-H Unit Activity Report Form”).
- Each member is provided with at least one opportunity to talk in front of the club during the year.
- 4-H Club Officers and members have established club operating guidelines that are inclusive of all and that define expectations and responsibilities of club participants.
- An approved 4-H Club constitution has been filed as a part of the 4-H Group Tax Exemption process, along with a signed authorization letter to join the Purdue Group Exemption Number. Optional: by-laws have been established by the club and reviewed, and approved by the 4-H Extension Educator.
- The 4-H Club provides a welcoming and safe environment for all club members.
- 4-H Club meetings include an appropriate balance of business, education, and recreation incorporating experiential learning experiences.
- A plan is in place to involve parents of 4-H Club members.
- The 4-H Club follows the items included on the “4-H Club/Unit Financial Checklist”.
- The 4-H Club has received a unique Employer Identification Number (EIN) from the IRS.
- All 4-H Club funds are kept in an account in a financial institution.
- 4-H Club funds are raised according to approved procedures.
- Annually 4-H Club completes an “Annual 4-H Unit/Club Financial Report” from the County Extension Office by the established date.
- The 4-H Club completes the “4-H Unit/Club Financial Review/Audit” form as requested by the County Extension Office at least once every five years, or each time the 4-H Club volunteer leadership changes hands.
- By the 15th day of the 5th month following the completion of the previous accounting year, the 4-H Club files an e-Postcard with the IRS (Note: if the club’s gross income exceeds \$50,000, the club files a Form 990 instead of an e-Postcard.)
- Periodically during the year, the 4-H Club reviews the club’s progress by using the (1) “Review of a Successful 4-H Club” and (2) “4-H Club Meeting Checklist”.