



## 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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