



## Review of a Successful 4-H Club

The following items should be in place to ensure the successful operation of a 4-H Club. It's important for youth and adult leaders of the 4-H Club to periodically review the success of their club. By honestly reviewing the items below, you can evaluate the strengths of your 4-H Club and look for ways to improve your club's success in the future.

If you believe the item for the club is **“Good,”** place a **+** in the box; if it's **“Average,”** place a **✓** in the box; if it is an area that **“Needs Improvement,”** place a **–** in the box.

- All volunteers assisting with the 4-H Club have completed the volunteer screening process.
  - Volunteer applications have been submitted
  - Evidence of government-issued photo ID is provided to the 4-H Extension Educator
  - Three references have been provided & 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 descriptions have been provided to all volunteers
  
- 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).
  
- 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. (Note: this only needs to be done one time.)
  
- 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.
  
- The 4-H Club provides a welcoming and safe environment for all club members.
  
- 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).

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- The club's leadership is willing and able to be flexible and adaptable to individual situations.
- Membership and leadership show that they value diversity.
- Youth and adult partnerships are supported by:
  - Providing a variety of opportunities for adults and youth to work together
  - Sharing leadership responsibilities among adults and youth
  - Recognizing individual interests, abilities, and assets
  - Balancing the strengths and weaknesses of members and leaders
- 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.
- 4-H Club Officers and members have established club operating guidelines that are inclusive of all, that define expectations and responsibilities of club participants, and that focus on issues such as respect and safety.
  - 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. Option: by-laws have been established by the club, and reviewed and approved by the 4-H Youth Development Extension Educator.
- A healthy balance exists between cooperation and competition among members.
- Volunteer and member accomplishments and contributions are recognized throughout the year at club meetings and during an annual year-end celebration.
- Open communication exists between the County Extension Office and leaders of the 4-H Club.
- 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").
- A minimum of 6 regular club meetings are held annually, supplemented by project workshops, camps, fairs, and other 4-H learning experiences.

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- 4-H Club meetings include an appropriate balance of business, education, and recreation incorporating experiential learning experiences.
- The 4-H Club is well-known for its positive support of and service to the community.
- Each member is provided with at least one opportunity to talk in front of the club during the year.
- A plan is in place to positively involve parents of 4-H Club members in club activities.
- The 4-H Club follows the items included on the "4-H Club/Unit Financial Checklist".
- The 4-H Club has obtained 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.
- The 4-H Club completes an "Annual 4-H Unit/Club Financial Report" and submits it to 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 15<sup>th</sup> day of the 5<sup>th</sup> 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 completing the (1) "Review of a Successful 4-H Club" and (2) "4-H Club Meeting Checklist".