Getting Your Club Organized

Checklist for New 4-H Leaders
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1. Requirements
   ______ Application & screening
   ______ Orientation

2. Recruiting 4-H members
   ______ Contact Extension office, 503-650-3132
   ______ Check with your children and your friends
   ______ Schools and other organizations
   ______ Fliers for local businesses/schools
   ______ Other

3. Recruiting leaders
   ______ How much help do you need?
   ______ Recruit specifically for what you need (i.e. lead project, help with activities, club management, etc)
   ______ Remember new leader process
     __________ Application
     __________ Screening
     __________ Orientation
     __________ Acceptance
     __________ Enrollment
   ______ Resources
     __________ Parents
     __________ 4-H alumni
     __________ Friends, businesses, and community associates
     __________ Teens
4. Meeting location
   _______ Leader home
   _______ Rotate to member homes
   _______ School
   _______ Church
   _______ Community facility
   _______ Other

5. Meeting day, time, frequency
   _______ First meeting set
   _______ Once a week, after school, evening, or weekend
   _______ Every 2 weeks, after school, evening, or weekend
   _______ Once a month, after school, evening, or weekend
   _______ Other – whatever works for you and your members
   _______ Time: determined by leader
   _______ Length of meeting: determined by leader

6. Enroll
   _______ Follow enrollment procedures and policies in Section 6 of this notebook

7. Insurance
   _______ Medical coverage for members and leaders
   _______ Rental agreement for facilities if needed
   _______ Liability for 4-H leaders with current enrollment in 4H leader role
   _______ Special needs: 4-H Short Term Volunteer Agreement Form
   _______ Volunteer injury coverage
8. Costs

- Members/parents pay for project supplies
- Dues not required; may be assessed for specific purpose
- Handling money: refer to “Finances” section of the Clackamas County 4-H Leaders’ Handbook
- Fundraising: monetary donations and fundraising activities, turn in “4-H Monetary Donation & Fundraising Activity Proposal” for approval prior to activity

9. Plan your first meeting

- Have a plan
- See “Club Planning and Organizing” section in this notebook and online

10. Prepare and distribute to members/leaders

- Project materials for Extension office
- Membership care (for 4-H members)
- Club roster and responsibilities