

4-H Club Leader's Manual



THE
UNIVERSITY
OF RHODE ISLAND



The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.

University of Rhode Island

RI 4-H State Office, URI Kingston Campus

55 Peckham Farm, URI
Kingston, RI 02881
FAX: (401) 874-2435

RI 4-H Staff:

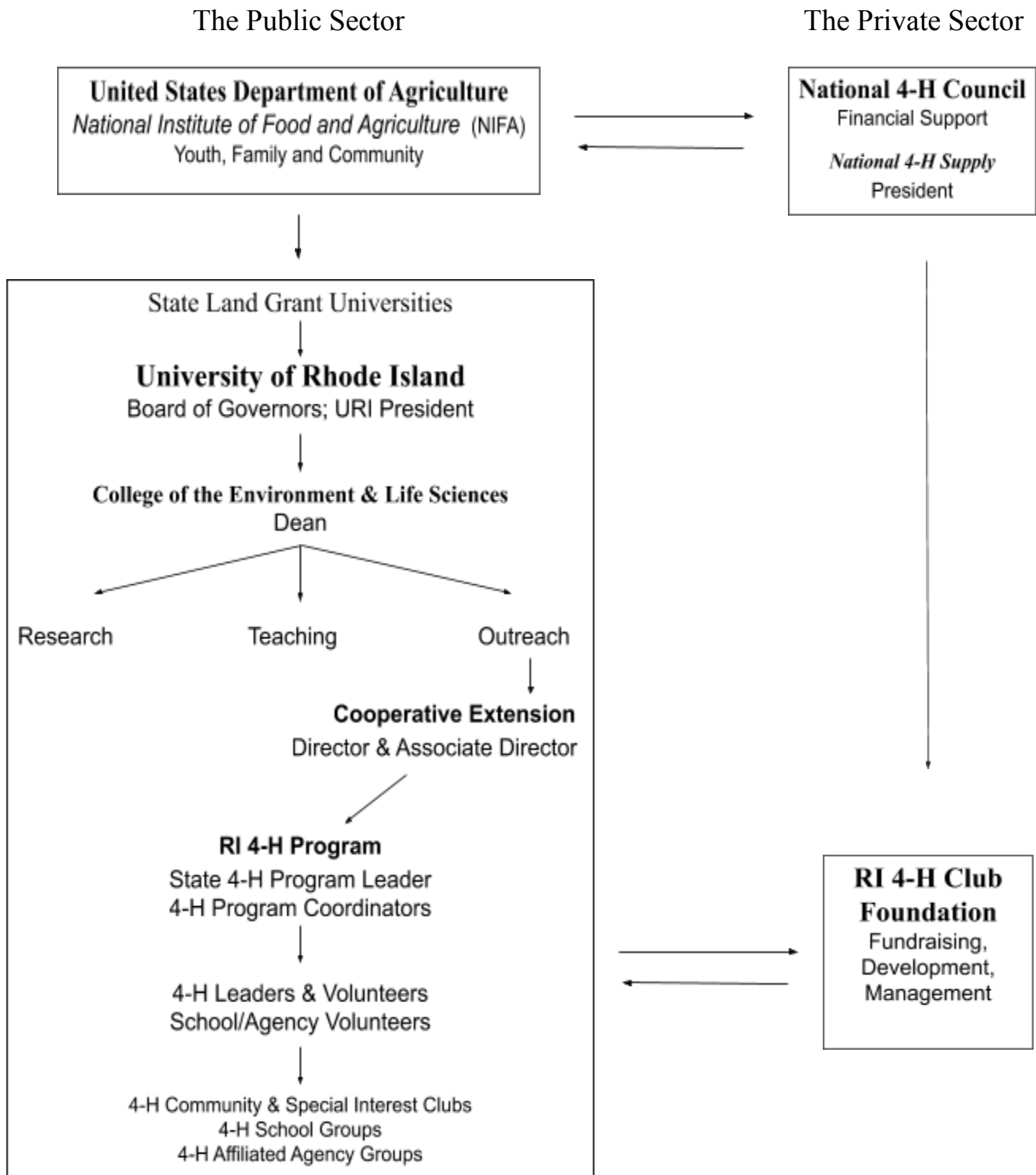
Kristy Horan	State Leader	kstone@uri.edu	874-2959
Christina DiCenzo	Program Coordinator	cdicenzo@uri.edu	874-9412
Deb Imondi	RI 4-H Club Foundation	dimondi4@etal.uri.edu	874-7143

Online Resources:

Rhode Island State 4-H	http://web.uri.edu/4h
RI Member and Volunteer Enrollment	https://rhodeisland.4honline.com
RI 4-H Club Foundation	www.ri4hclubfoundation.org
National 4-H	http://4-h.org/
National 4-H Supply Service	https://shop4-h.org



4-H Organizational Chart



The Rhode Island 4-H Program

4-H is the youth development program of the Cooperative Extension System. This informal educational program is conducted by the U.S. Department of Agriculture, State Land Grant Universities, and County Governments, and combines the work of federal, state, and local Cooperative Extension staff and volunteer leaders. In Rhode Island, 4-H is the Youth Development Program of the University of Rhode Island, College of the Environment and Life Sciences, Cooperative Extension. Its roots are founded in the concept of information transfer, i.e., the transfer of current, valid research-based, information to RI 4-H members, families, and communities, to improve their quality of life.

This is accomplished through:

- Access to URI subject matter specialists, and researchers in our home college (College of Environment and Life Sciences) and opportunity to expand to other colleges.
- Access to other research, programs, and curriculum through collaborative Cooperative Extension effort via the national 4-H Cooperative Curriculum System and collaboration with other state university 4-H Programs across the country.

Participation in the 4-H Program is open to all interested youth, regardless of race, color, sex or preference, religion, creed, national origin, or disability. Youth may participate in 4-H through community clubs, agency-based special interest (SPIN) groups, or as individual members.

4-H members complete projects, individually or in groups, in over 35 project areas. Members focus on learning by doing, applying leadership skills, making a difference in RI communities, and learning to respect and get along with people. They learn life skills including responsibility, decision-making, communication, problem solving, commitment, leadership, and teamwork.

4-H Volunteers are the key to the success of the RI 4-H Program. Many volunteers serve as 4-H Club Leaders working directly with youth in community clubs. Others recruit, train, and help other volunteers or coordinate 4-H events.

4-H Beliefs

1. Mutual respect and cooperation
2. Integrity and honesty
3. Fun
4. Sense of belonging

RI 4-H Mission

To empower youth to develop life skills, to maximize their potential, and to become responsible, proactive citizens who become catalysts for a changing, diverse, and global society.

4-H Value Set

Youth are the focus of everything we do.
Youth/adult partnerships are essential to success.
Volunteerism is fundamental.

Diversity across the entire range of 4-H experiences makes us stronger.

4-H Symbols

Slogan: Learn by doing

Motto: To make the best better

Colors: Green and white

Emblem: Four-leaf clover with an "H" on each leaf

4-H Pledge

I pledge:

My HEAD to clearer thinking

My HEART to greater loyalty

My HANDS to larger service

My HEALTH to better living for my club,

My community, my country, and my world

4-H Volunteers

Who Are Volunteers?

4-H Volunteers are people just like you, sharing their talents, life skills and interests! Volunteers are adults that have been cleared by a background check and trained by 4-H Staff.

What Do Club Volunteers Do?

Rhode Island 4-H Volunteers help in many different ways. Rules and responsibilities are developed with each volunteer based on their interests and needs of 4-H. They are supported by curriculum materials with ready-to-use lesson plans; contests, workshops and special events that support project areas; and URI staff, professors and resources.

In guiding youth through 4-H experiences, a volunteer will:

- Serve as liaison between your club members and the 4-H State Office
- Become familiar with 4-H organizational procedures
- Recruit other volunteers and new members
- Plan club meeting logistics
- Organize your club and help your group plan for the year
- Submit online enrollment forms and complete annual reports
- Facilitate club meetings, encourage youth to participate in leadership roles and take responsibility
- Communicate regularly with parents and encourage participation and cooperation
- Attend meetings, workshops and trainings designed to help you
- Help members gain skills related to their project work and record their work and accomplishments

4-H Community Clubs

Members

4-H is open to all youth, 5-18 years of age as of January 1st of the current year, regardless of race, color, religion, creed, national origin, sex or preference, or disability. There are three main age divisions in 4-H.

Cloverbuds: age 5-7

Juniors: age 8-13

Seniors: age 14-18

Note: Cloverbuds participate but do not compete against each other. All cloverbuds get the same recognition when they participate in a class.

The 4-H program is open to both sexes. All 4-H groups must abide by this policy. 4-H is a unique opportunity to allow boys and girls to work together on subjects in which they have a common interest. Therefore, both sexes must be provided with equal opportunity for:

- Membership in any 4-H club
- Selection of any 4-H project
- Election to any office, committee, or leadership position
- Volunteer adult leadership positions

Minimum Club Requirements for Chartering

Each club must meet the following criteria to be recognized as an official 4-H club:

- Have at least five (5) members in the club, from three different families.
- Hold meetings regularly (monthly recommended and no less than six times per year)
- Elect officers and plan a program for the year; Encourage teamwork, leadership and responsibility
- Register the club and have all members and volunteers enroll with the RI 4-H State Office
- Have at least two (2) unrelated registered adult volunteers. To apply, adults must be 18 years of age or older and submit a completed online volunteer application, a signed Volunteer Agreement Form and an Attorney General Background Check. After being registered the volunteer must attend a training with 4-H Staff and complete a 5 minute quiz that records your proficient knowledge of major 4-H policies.
- Submit a Club Charter Form (Organization and Operations of RI 4-H Clubs form) , Club Promotion Form and Application for Inclusion under the University of Rhode Island. ***Note that only chartered 4-H clubs will be granted use of the 4-H name and emblem*

Club Size

The size of a club is determined by the group preference, meeting space, and available leadership. Studies indicate that clubs with 10 to 20 4-H members provide the best growth experience..For youth ages 12 years old and up, a youth to adult ratio of 10:1 is recommended. For youth aged 11 and under, a youth to adult ratio of 5:1 is recommended. Example: if a club has 14 youth that are under age 11, 3 volunteers would be recommended.

Club Promotion

To meet our Affirmative Action Plan (AAP), some type of public notice for obtaining members must be made through local, weekly or daily newspaper, radio, school, personal contacts, flyers, and posters in public places. A report of the steps taken must be submitted on the Club Promotion Form when a club forms

After the club membership is filled, a written waiting list of potential members must be kept. When an opening in the club membership occurs, the child at the top of the waiting list will then be contacted, in accordance with Affirmative Action guidelines. You may also direct parents to contact the 4-H State Office for information on other clubs in the area or to have their youth join as an independent member.

4-H Club Operation

Meeting Facilities

Space needed for meetings will depend upon project interest and club size. Possible meeting spaces include: A leader or volunteer's home, a member's home (a good way to encourage other parents to be involved), a community building (church, community center, school, etc.)

Meeting Frequency

The number of club meetings is determined by the club and club leader. The minimum requirement is 6 club meetings per year. Some clubs meet every week for only a month or so, while others meet once or twice a month all year long. Some clubs meet for an hour or two after school, in the evening, or on Saturday. This depends on the club members and what they wish to do.

Club Formation

Clubs may be organized at any time of the year. In certain circumstances, members have to be enrolled in a specific project by a certain date to be eligible to participate in project activities.

Club Officers

Officer's Handbooks are available on the 4-H website to assist club leaders and members with this important matter. An example club may choose to elect a president, vice-president, secretary and treasurer. A 4-H club establishes any and all committees and officers that are needed. Club offices should be developmentally appropriate for the age of the club members. For example, Cloverbuds may be elected as "Pledge Leader" or "Snack Leader". Younger officers may be provided with outlines to follow while they learn how to lead.

Club Meeting Organization

Clubs may determine their own meeting structure, however many choose to follow this set procedure:

- The Club President calls the meeting to order and leads the club in both the 4-H and American pledges.
- Attendance is taken.
- A short business meeting follows during which youth vote on all club issues.
- Project work begins

Some meetings may not include a business meeting, and members will only work on projects or go to a special event, workshop or clinic. When planning the program for the 4-H year, be sure to include time for project work, club business, and recreation and social activities.

Members of the club plan the yearly program with guidance from club leaders. If the club is small, all club members may directly participate in planning. If the club is large, members may submit ideas to a committee in charge of planning the club program.

4-H Projects

4-H members set goals to learn about a specific topic. Learning and practicing this topic will serve as the youth's 4-H project for the year. To complete a project, youth participate in hands-on learning experiences at least 6 times throughout the year relating to their chosen topic. Members can focus on one project, work on different short-term projects, work in a group or individually. Leaders should guide members in selecting projects that are age appropriate.

Keep in mind that projects vary in cost. A member enrolled in a first aid project might use supplies from around the house to complete his/her work. A member who buys and keeps a saddle horse might invest hundreds of

dollars into his/her project. Discuss costs with members and their parents before selecting a project. A project should always be realistic to the family situation. Project guides are available on the 4-H website and in print from the 4-H State Office. Some guides may have a fee associated.

4-H is a “learn by doing” program, which means that 4-H members perform their own project work with help as needed. Leaders or parents may tell or show a member how to do something, but members are expected to learn how to perform critical skills for themselves.

Parent Participation

Keep parents informed – they will be more interested and willing to help if they understand the goals and intent of the club. Effective parent/club communication can be accomplished by:

- Inviting parents to meetings, especially the first meeting
- Meeting in members’ homes
- Talking with parents about their child’s activities and development through 4-H
- Helping parents understand your job as a 4-H volunteer
- Asking parents about their interests and what they would like to do to help the club. Make a clear agreement on what parents will do and when they will do it.

4-H Charter

A 4-H Club Charter will be issued to a 4-H club as soon as the club leaders are screened, all club members are enrolled with the 4-H State Office, and all other requirements are met. The Club Charter identifies the group as eligible to use the 4-H name and emblem and to participate in official 4-H activities and educational programs.

Enrollment Requirements

A club is not officially enrolled until all required forms are submitted to the 4-H State Office and membership fees are paid. The enrollment portal can be found on the URI 4-H website.

4-H Delivery Methods

In order to extend the opportunities available in 4-H, we deploy multiple methods of delivering 4-H programs to 4-H Members:

- Community clubs operate in locations throughout the state. Youth enroll individually and pay the annual membership fee. These youth may attend 4-H events and activities outside of their clubs.
- SPIN groups are a partnership between an agency (school, library, youth group, etc...) and the URI 4-H Program. These youth enroll via a statistical form and do not pay the annual membership fee. No individual information is kept on these members. These youth may not participate in 4-H activities outside of their SPIN group.
- Independent members do not participate in a club or group, but work independently. These youth enroll individually and pay the annual membership fee. These youth may attend 4-H events and activities outside of their clubs.

4-H Policies

4-H Name and Emblem Policy

The 4-H name and emblem fall under very specific usage terms set forth by the United States Department of Agriculture. Refer and adhere to the guide "Using the 4-H Name and Emblem" on the 4-H website.

Supplemental Medical Insurance for 4-H Club Members and Volunteers

Low-cost supplemental medical insurance can be purchased to cover all 4-H participants in 4-H events and programs. One-day event policies may be purchased to cover short-term events and activities. Year-round coverage for each 4-H member and volunteer may also be purchased for as low as \$1 per year. Costs can be covered with club dues. Forms are available on the 4-H website. While these are not liability policies, they greatly reduce the possibility of you being sued as expenses (within the limit) are covered. Payment to the insurance company for the premium is usually made from the club treasury or by assessing each member.

Insurance for 4-H Volunteers

The Volunteer Protection Act of 1997 provides that volunteers will be relieved of liability for harm caused if:

- The volunteer was acting within the scope of his/her responsibilities
- The volunteer was properly authorized
- The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious flagrant indifference to the rights or safety of the individual harmed by the volunteer

Liability Insurance

4-H Volunteers, while conducting programs and activities in support of the 4-H Program of the University of Rhode Island Cooperative Extension, are covered by the University Liability Policy as university volunteers.

Car and Home Insurance

If you are meeting in your home or a member's home, please make sure that you have adequate homeowner's insurance to protect you and your family. Any person providing automobile transportation should be adequately covered on his/her insurance policies for his/her own protection. PLEASE CONSULT WITH A LICENSED INSURANCE PROFESSIONAL TO MAKE SURE YOU ARE COVERED!

Tax Deductions for Volunteers

4-H volunteers may be entitled to certain tax deductions. Generally, out-of-pocket expenses such as amounts spent for fees, materials, meals, travel, lodging, awards, etc., and a mileage fee for use of a privately owned vehicle are deductible as contributions if itemized. Keep an accurate record of your out-of-pocket expenses and consult with a qualified tax professional or visit the IRS website to learn what is allowable as a deduction for the current tax year.

Use of Alcohol, Tobacco and Drugs

Volunteers should refrain from the use of tobacco products at 4-H events. 4-H does not tolerate the consumption of alcohol at any 4-H event where youth are present, nor does it condone the sale of alcohol in the name of 4-H. Use of illegal drugs will result in immediate dismissal from the 4-H program.

Protection of 4-H Youth

When working with youth in 4-H, you are responsible for each member's care and safety. You must carry out this responsibility in terms of your own actions as well as the actions of those you allow to come in contact with youth. In protecting the welfare of your 4-H members, you should:

- Get to know your members' parents/guardians encourage them to participate and visit all meetings.

- Establish rules that are fair and consistently enforced
- Be sensitive to the effects of rules on youth in different situations
- Follow the rules yourself and be a good role model
- Be flexible in enforcing rules (sometimes exceptions must be made)
- Do not touch youth in any way that might be considered offensive or misinterpreted by them or others
- Make a point to know who is picking up members from a meeting
- Avoid all situations where you or other adults are alone with one youth
- Make sure all 4-H Volunteers have completed the 4-H Volunteer Approval Process and have a BCI.
- Ensure that unauthorized individuals do not have access to youth
- Listen to youth who come forward with allegations and take the matter seriously

If an allegation of abuse is made against a volunteer or parent, that person should be restricted from having contact with children until the matter is resolved.

REPORT INCIDENCES OF CHILD ABUSE OR NEGLECT TO 1-800-742-4453, ALSO KNOWN AS 1-800-RI-CHILD. All persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth, and Families within 24 hours.

Privacy

Contact information of 4-H members or volunteers are released to no one beyond the 4-H State Office. This information will only be used for purposes for which the individuals intend when they enroll. Parents have the option (on the member enrollment form) to allow the 4-H State Office to share their child's address with the RI 4-H Club Foundation, the fundraising entity for 4-H programs in the state.

The intent of this policy is to protect 4-H members and volunteers. RI 4-H volunteers serving in program leadership roles may be given limited access to youth contact information to complete their designated role. Violation of this trust is cause for termination of that volunteer relationship with 4-H.

4-H Club Finances

Club Dues

All 4-H members in the state of Rhode Island are required to pay an annual ten (10) dollar membership fee to the State 4-H Office. This fee may be waived for 4-H members in financial need. A club leader should notify 4-H Staff if a waiver is needed. If a club needs money for an activity, it may charge dues or conduct fund raising activities. Clubs can also apply for a variety of grants. Dues should never be used to keep someone from joining 4-H. The club may decide if dues will be charged and how much.

Handling of Club Funds

Club funds belong to the entire club. Authorization to spend club money must be made by the members via a club vote. Bank accounts containing club funds require the signature of an adult volunteer and the club treasurer. Money left over in a club's treasury when the club dissolves will be donated to the RI 4-H Club Foundation or used for an appropriate purpose voted on by the membership. Keep any business or personal finances separate from 4-H club funds at all times.

Fundraising

Selling handmade or pre-made items at local events is a great way to raise money for club projects. Area stores and shopping centers may allow clubs to set up a fundraising table on certain days. Services like car washing or dog walking can also be great money-makers for club projects. Clubs may also choose to write grants. Please note that if any person would like his/her donation to be tax deductible, he/she must contact the RI 4-H Foundation BEFORE the donation is made for instructions on how to properly make the transaction.

4-H Club Bank Accounts

Any person opening a club bank account will be required to furnish the bank with an Internal Revenue Service (IRS) identifying number. The IRS identifying number is commonly known as an EIN number.

An identifying number may be obtained by filing an Application for the Employer Identification Number (Form SS-4) with the IRS. Although the form was designed primarily for organizations paying wages, it is also used by all organizations that are required to have an identifying number. The most expedient way to file is online on the IRS website which will require you to enter a social security number to process the SS-4. After completion a separate EIN number will be issued by the IRS in the 4-H Club name. For tax purposes 4-H Clubs and Affiliates are listed under the University of Rhode Island. Clubs will submit an Annual Financial Report that will be included in the university's tax filing.

A sample SS-4 form and instructions can be found in the Appendices. An "Application for Inclusion under the University of Rhode Island" form and a copy of your new EIN number must then be submitted to the 4-H State Office.

4-H Online Enrollment Instructions

Enrolling a Youth

To enroll a youth in the RI 4-H Program, visit the following site: <http://rhodeisland.4honline.com>. Follow the instructions below to complete the enrollment process.

1. Select “I need to setup a profile”. Follow prompts and input all required information. Note that passwords must include at least 8 characters, 1 number, and 1 capital/symbol. Be sure to select your role as “Family” and create your login.
2. Enter the youth’s family information. Follow prompts and input all required information. If members of the family live at the same address, you can save time by clicking “update member records with the same address”. The information you have entered for one family member will appear for a new family member. Password updating is completely optional.
3. Add all family members of the youth. Enter all youth members first. To do this, choose “Youth” from the drop down menu and click “Add a Member”. Answer all required questions.

Enrolling a Volunteer

To enroll as a 4-H Volunteer, follow the instructions above but note these important variations:

1. Go to step 3 in the list above. Choose “Adult” from the drop down menu and click “Add a Member”. When asked “Are you a Volunteer?” click “Yes” (indicating that you intend to become one).
2. For new volunteers: Follow the option at the top of the page to print out the two required volunteer forms. Complete the “health” section and continue on. If you do not complete these steps, you will not become a 4-H Volunteer. The University of Rhode Island requires paper signatures for these forms.
3. For returning volunteers: A BCI for is required every 3 years. If you have a valid BCI, skip step 2 above.
4. Add a club and choose the appropriate volunteer type (most will be Project Leaders). It is optional, not necessary, to add a project. You do not need to add a group. Skip this step and click “Continue”.
5. Your invoice should read \$0. If your invoice is correct, click “Continue”
6. Check off the box at the bottom of your screen and click “Submit Enrollment”.

Be sure to write down your 4-H Online Information for later. Once you are an approved 4-H Club Leader, you will be able to log into the 4-H online software to manage your club. Record your login information below:

Email (User Name): _____

Password: _____

4-H Online Club Leader Login Instructions

4-H Club Leaders may use 4-H online to view and manage their clubs. Follow the steps below to log in:

1. Go to <https://ri.4honline.com>
2. Use the login information you created during your enrollment
3. Select your role as “Family”
4. From the three drop down menus, choose your name, club, and password.

Click the box next to the last drop down menu to log in. Do not use the button “Log into family”.

APPENDICES

Checklist for New 4-H Clubs

Before the first meeting:

- ___ 1. Complete the online volunteer application and submit a background check
- ___ 2. Recruit at least 2 adults to help with the club (and have them complete all required forms)
- ___ 3. Attend an orientation, receive a 4-H Club Leader's Manual, and complete online volunteer training
- ___ 4. Recruit 4-H members through start-up publicity (i.e. public notice, waiting list) and complete a promotion form
- ___ 5. Set a date, time, place, and agenda for the first meeting
- ___ 6. Recruit parents to help on a regular basis
- ___ 7. Request 4-H materials if needed via order form

At the first meeting:

- ___ 8. Introduce the 4-H Program and club projects/activities
- ___ 9. Decide on future club meeting place, time, frequency, duration, dues and communication.
- ___ 10. Help members and volunteers complete the online enrollment form.

At the second (and third) meeting:

- ___ 11. Select a club name
- ___ 12. Elect officers (President, Vice President, Secretary, Treasurer, etc.)
- ___ 13. Select projects for all members and help members identify project goals, activities, and evaluation
- ___ 14. Review and verify the club's year-long program activities and logistics
- ___ 15. Help club members keep their 4-H record book (form available online)
- ___ 16. Make sure youth demonstrate to others what they have learned (e.g. public presentations, exhibits, fitting and showmanship, teaching someone else how to do the project, etc.)

Throughout the year:

- ___ 17. Filled out the annual program and club information sheets for your records
- ___ 20. Publicized your 4-H activities in your community
- ___ 21. Contacted 4-H Staff about questions or concerns as often as you need to!
- ___ 22. Had a terrific time as a 4-H Club Leader, even if things were a little confusing to start off...

Before the end of the 4-H year (September 30th):

- ___ 23. Sent in for any awards for your 4-H club or members including Club Excellence Awards.
- ___ 24. Helped members submit 4-H records for project awards (Oct 30th deadline)
- ___ 25. Completed the re-enrollment process and signed up to lead again!

4-H Club Information Sheet

For 20 _____

(Keep with your club records)

Name of Club _____

Club Leader: _____ **Tel.** _____

Assistant Leader(s) _____

Assistant Leader(s) _____

Assistant Leader(s) _____

Junior/Teen Leader(s): _____

Club Officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

News Reporter _____

Other: _____

Regular Meeting Day(s): _____ **Time:** _____

Location: _____

Club Projects: _____

Community Service Project(s) Planned: _____

Other: _____

New 4-H Club Promotion Form

4-H Club Name: _____

Date 4-H Club was started: _____

4-H Club Leader: _____ Tel. _____

Mailing Address: _____
_____ Zip: _____

In the space below, please describe the method(s) of advertising which was used in the recruitment of your 4-H club members. If possible, attach copies of news articles, posters, announcements, etc.

RI 4-H, as part of the University of Rhode Island's Cooperative Extension, provides equal opportunities in programs and employment. To comply with the University's Affirmative Action Plan, a signed statement from each 4-H club that no person is excluded from participating in the 4-H club on the basis of race, color, national origin, sex or preference, creed or disability is required:

In accordance with the non-discriminatory policies of the University of Rhode Island Cooperative Extension, we affirm that no one will be excluded from membership in our 4-H club on the basis of race, color, national origin, sex or preference, creed or disability.

4-H Club: _____ Signed: _____
4-H Leader
Date: _____

Submit this form to: 4-H State Office, 55 Peckham Farm, Kingston, RI 02881

Form SS-4 Instructions

As a Rhode Island 4-H Club or 4-H Affiliate your IRS tax reporting requirement is covered under the University of Rhode Island. The University will include your income and expenses under their annual filing with the IRS. You are eligible to apply for an EIN for banking purposes only. Please follow the instructions below when applying for an EIN. A sample SS-4 has been included to tell you what information is required by the IRS. If you require assistance please e-mail marciam@uri.edu

To complete the SS-4 via paper:

1. Fill in boxes 1, 3, 4a, 4b, 5a, 7a, 7b, 8a, 9a, 10, 12, 13, 14, 15, 16, 17, 18
2. Print your name, sign and date
3. Leave the following boxes blank: 2, 5b, 6, 8b, 8c, 9b, 11 and section entitled "Third Party Designee"
4. Fax the form to: (8855)-641-6935 or Mail to: Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999

To Complete the SS-4 online:

1. Have the information needed for the paper form ready.
2. Go to <https://sa.www4.irs.gov/modiein/individual/index.jsp>

When you receive the EIN assignment document from the IRS, complete the "Application for Inclusion under the University of Rhode Island" form, sign, date and attach a copy of your EIN assignment document .

Mail to:
State 4-H Office
55 Peckham Farm
Kingston, RI 02881

Example SS-4 Form

SS-4 Form (Rev. December 2017) Department of the Treasury Internal Revenue Service		Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ► Go to www.irs.gov/FormSS4 for instructions and the latest information. ► See separate instructions for each line. ► Keep a copy for your records.		OMB No. 1545-0003					
		EIN							
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested CLUB/ GROUP NAME (fill in all address fields as needed- club name should be unique with the word "4-H")								
	2 Trade name of business (if different from name on line 1) LEAVE BLANK		3 Executor, administrator, trustee, "care of" name CLUB LEADER						
	4a Mailing address (room, apt., suite no. and street, or P.O. box) CLUB LEADER MAILING ADDRESS		5a Street address (if different) (Do not enter a P.O. box.) (IF APPLICABLE)						
	4b City, state, and ZIP code (if foreign, see instructions) CLUB LEADER MAILING ADDRESS CONTINUED		5b City, state, and ZIP code (if foreign, see instructions)						
	6 County and state where principal business is located LEAVE BLANK								
	7a Name of responsible party CLUB LEADER		7b SSN, ITIN, or EIN LEADER SSN						
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? ☐ Yes ☒ No		8b If 8a is "Yes," enter the number of LLC members						
	8c If 8a is "Yes," was the LLC organized in the United States? ☐ Yes ☐ No								
	9a Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check. ☐ Sole proprietor (SSN) _____ ☐ Partnership _____ ☐ Corporation (enter form number to be filed) ► _____ ☐ Personal service corporation _____ ☐ Church or church-controlled organization _____ ☐ Other nonprofit organization (specify) ► _____ ☒ Other (specify) ► UNIVERSITY OF RHODE ISLAND ☐ Estate (SSN of decedent) _____ ☐ Plan administrator (TIN) _____ ☐ Trust (TIN of grantor) _____ ☐ Military/National Guard ☐ State/local government ☐ Farmers' cooperative ☐ Federal government ☐ REMIC ☐ Indian tribal governments/enterprises Group Exemption Number (GEN) if any ► _____								
	9b If a corporation, name the state or foreign country (if applicable) where incorporated		State	Foreign country					
10 Reason for applying (check only one box) ☐ Started new business (specify type) ► _____ ☐ Hired employees (Check the box and see line 13.) ☐ Compliance with IRS withholding regulations ☒ Other (specify) ► STARTING A 4-H CLUB OR 4-H ORGNAIZATION ☐ Banking purpose (specify purpose) ► _____ ☐ Changed type of organization (specify new type) ► _____ ☐ Purchased going business ☐ Created a trust (specify type) ► _____ ☐ Created a pension plan (specify type) ► _____									
11 Date business started or acquired (month, day, year). See instructions. LEAVE BLANK		12 Closing month of accounting year SEPTEMBER							
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14. <table border="1"><thead><tr><th>Agricultural</th><th>Household</th><th>Other</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>0</td></tr></tbody></table>		Agricultural	Household	Other	0	0	0	14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. ☒	
Agricultural	Household	Other							
0	0	0							
15 First date wages or annuities were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) NA (NOT APPLICABLE)									
16 Check one box that best describes the principal activity of your business. ☐ Construction ☐ Rental & leasing ☐ Transportation & warehousing ☐ Health care & social assistance ☐ Wholesale-agent/broker ☐ Real estate ☐ Manufacturing ☐ Finance & insurance ☒ Other (specify) ► EDUCATION ☐ Accommodation & food service ☐ Wholesale-other ☐ Retail									
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. YOUTH DEVELOPMENT AND EDUCATION									
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? ☐ Yes ☒ No If "Yes," write previous EIN here ► _____									
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.								
	Designee's name		Designee's telephone number (include area code)						
	Address and ZIP code		Designee's fax number (include area code)						
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.			Applicant's telephone number (include area code)						
Name and title (type or print clearly) ► CLUB LEADER NAME OR 4-h ORGANIZATION LEADER NAME			Applicant's fax number (include area code)						
Signature ► SIGN HERE			Date ► DATE						

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 16055N

Form **SS-4** (Rev. 12-2017)

Application for Inclusion Under the University of Rhode Island

Upon receiving your new EIN, please complete the required information and sign this form as the chief operating officer (4-H club leader or 4-H affiliated organization designee).

Please return in the mail to: State 4-H Program, URI 4-H, 55 Peckham Farm, Kingston, RI 02881.

Name of the RI 4-H Club or affiliated 4-H Organization:

Name of Contact Person:

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

EIN Number (for Banking Purposes Only): _____

I certify that the above named 4-H organization or club follows the National 4-H requirements for use of the 4-H Name and Emblem and that all donations and fund-raising in the name of 4-H and the above 4-H organization is solely for the educational and character-building purposes of the 4-H program and to serve the educational needs and interests of 4-H youth.

I certify that the annual gross receipts of the above 4-H club or organization is normally more than \$ 0 and less than \$25,000 annually.

I agree to submit an annual Financial Statement to the university for the period of October 1 – September 30 of the previous 4-H year by the following November 15th.

I request that this EIN be included under the University of Rhode Island tax umbrella.

Print Name: _____

Signature: _____

Position: _____

Date: _____

Please attach a copy of your EIN assignment document from the IRS.



Request for Acknowledgement of Donation (only for donations requiring 501(c)(3) status in order to be tax deductible: in kind donations valued at \$75 or more and cash donations of \$250 or more)

Requesting 4-H Group_____

4-H Group Contact Name/phone/email_____

Provide the Following Donor Information:

Contact Name_____

Company Name_____

Address:_____

Date of Donation:_____

Donation:_____

Were any gifts or services provided in return for this donation?

Acknowledgement letters will be sent within 7days of the completed form being received in the RI 4-H Club Foundation office. In order for checks to be processed, they must be payable to RI 4-H Club Foundation, with the 4-H group listed in the memo line or on a separate letter.

Forms should be mailed to: Deborah Imondi, RI 4-H Club Foundation, Inc, PO Box 1925, Kingston, RI 02881 or emailed [to: dimondi4@etal.uri.edu](mailto:dimondi4@etal.uri.edu)

ADMINISTRATION

Center for Biotechnology and Life Sciences, 120 Flagg Road, Kingston, RI 02881 USA p: 401.874.2957 f: 401.874.9107 uri.edu/cels

Organization and Operation of Rhode Island 4-H Clubs & Affiliate Organizations

The University of Rhode Island and the College of the Environment and Life Sciences have assumed fiscal and fiduciary responsibility for 4-H Clubs and affiliated organizations that operate within the Rhode Island 4-H Program. RI 4-H Clubs & Affiliated groups who do not hold a unique 501c3 tax status now report all income and expenses to the University of Rhode Island and are no longer recognized by the Internal Revenue Service as a separate non-profit under current tax laws. EINs are for banking purposes only.

As the adult leaders of the _____, your signatures below certify agreement and acceptance of the terms and conditions associated with the organization and operation of the 4-H club/organization under the University of Rhode Island to include:

1. Compliance with all policies and procedures outlined within the Rhode Island 4-H Volunteers Manual.
2. Compliance with national and state requirements regarding the use of the 4-H Name and Emblem and that all donations and fund-raising in the name of 4-H and the above named 4-H organization is solely for the educational and character-building purposes of the 4-H program and to serve the educational needs and interests of 4-H Youth.
3. Understanding that all money and property given or raised in support of the above named organization are the assets of the University of Rhode Island 4-H Program. In the event that the club/organization dissolves, all assets revert to the Rhode Island 4-H Program for redistribution to support 4-H educational programming.
4. Submission of an Annual Financial Summary to State 4-H Office for the period of October 1 – September 30 of the previous year by the following November 15th for incorporation into the University of Rhode Island financial statements.

If your affiliated 4-H organization is separately organized and hold a unique 501c3 tax status approved and recognized by the Internal Revenue Service, please attach a copy of your IRS determination letter or other proof of separate tax status.

If your affiliated 4-H organization is incorporated and registered with the State of Rhode Island, please attach a copy of your state recognition or other proof of incorporation.

Signature – 4-H Club Organizational Adult Leader

Print Name

Date

Signature – 4-H Club Organizational Adult Leader

Print Name

Date

URI 4-H PROGRAM
College of the Environment and Life Sciences
4-H Club/Affiliated Group
ANNUAL FINANCIAL SUMMARY REPORT

Period Covered: October 1, _____ to September 30, _____

Club Name: _____
Organizational Leader: _____
Our Tax ID number (EIN) is: _____

1. Previous Year's Balance:

Savings \$ _____
Checking \$ _____
CD(s) \$ _____
Other (please explain) \$ _____
Total Balance from Previous Year \$ _____

2. Income for the Year:

Dues \$ _____
Fundraisers \$ _____
Grants \$ _____
Donations \$ _____
Other (please explain) \$ _____
Total Income (add together all sources of income for the year) \$ _____

3. Expenses for the Year:

List expenses by major areas
Club Activity/Program Expenses \$ _____
Fundraising Expenses \$ _____
Community Service Projects \$ _____
Other Expenses \$ _____
Total Expenses (add together all expenditures for the year) \$ _____

4. Balance at End of Year:

(Add items 1 & 2: then subtract item 3)

\$ _____

We believe this is an accurate account of our 4-H club/authorized group treasury.

Signed by Club/Group Treasurer _____ Date _____
Signed by Organizational Leader _____ Date _____

IF YOUR INCOME FOR THE YEAR EXCEEDS \$1000 – PLEASE ATTACH A COPY OF YOUR MONTHLY BANK STATEMENTS FOR THE YEAR REPORTED. If A CASH WITHDRAWAL EXCEEDS \$500 PLEASE ATTACH ALL RECEIPTS.

Using the 4-H Name and Emblem

The 4-H Youth Development Program is the youth outreach program from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

What is the 4-H Name & Emblem?

The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is *not* a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.

How Do I Get Permission to Use the 4-H Name and Emblem?

It depends on who you are and for what reason you wish to use the 4-H Name & Emblem: 4-H Club or Program member or volunteer leader? Commercial vendor? Event, activity or program affiliated with 4-H? Private, non-profit organization?

If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from 4-H National Headquarters at the Institute of Food and Agriculture (NIFA), within the United States Department of Agriculture (USDA). If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name & Emblem from 4-H National Headquarters at USDA.

In all private and commercial use of the 4-H Emblem, the statement “18 USC 707” **must** legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of 4-H National Headquarters.

Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than \$5,000 for individuals and \$10,000 for groups, or imprisoned not more than six months, or both.

Did You Know? The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supersedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of the federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

January 2011

4-H National Headquarters; 1400 Independence Avenue, S.W.; MS
2225; Washington, D.C. 20250
HYPERLINK "<http://www.national4-hheadquarters.gov>"
www.national4-hheadquarters.gov

Using the 4-H Name & Emblem: Graphics Basics

The Official 4-H Emblem

The Official 4-H Emblem is a 4-leaf clover with an H in each leaf, with the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem should take care to ensure that when they use the Emblem, they have done the following:

1. They have obtained the Official 4-H Emblem and are using it in its entirety.
2. They do not “flip” the image to create a framed look. The stem on the 4-H Emblem **must** point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
4. The 4-H Emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document, or for additional information, contact 4-H National Headquarters.

Use the Whole Emblem

The 4-H Emblem should always appear in its entirety - meaning it should always appear as a whole and complete image - the image recognized by millions of people. This means:

don't remove any leaves. If you are using a clover image that has an “H” on each leaf, the leaves cannot be removed or have another image superimposed over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you shouldn't “cut off” a leaf by running it off the edge of the paper in print media or other designs.

Don't place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.

Keep it Upright

In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. If you are considering an exception, please contact the 4-H National Headquarters.

Color

The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green, (The H's reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing—Only PMS 347 green may be used for the leaves and “18 USC 707” notice—the H's will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H's may also be printed in metallic gold (PMS 873) on a green background.

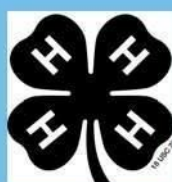
Four-color process (full color printing)—In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.



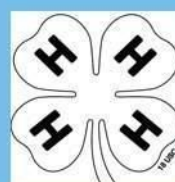
Preferred



Preferred



Accepted



Accepted

Video and Computer Screen Colors (Electronic Media) The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable. For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.

Distortion and Proportion

The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider or angled. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact. All standard word processing software applications allow you to scale an image while maintaining its original proportions. Before rescaling the 4-H Emblem, please consult your software manual for proper instructions. Do not make the 4-H Emblem so small that the H's are no longer clearly legible.

Using the 4-H Name

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term "4-H" it must conform as follows:

- Numeral "4" separated from a capital "H" with a hyphen (not a dash, slash or space).
- It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using "Four-H." This language rule, however, is contrary to the regulations set down for use of the 4-H Name & Emblem; if such a situation arises in writings, it is far better to reword the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.
- Do not use the 4-H Emblem in place of the word "4-H" in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult because some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a web page: careful scrutiny of text after trial printing or posting is advised. If such overrides occur, try rewording your sentence to keep the entire name on the same line or add a small word or space between words to force the separated portions together on the next line.

Using the 4-H Emblem on Collateral Items

The 4-H Emblem can be used for collateral materials such as jewelry or fine art and may be made of metal (e.g. copper, bronze, gold or silver), glass, leather, or wood without conflicting with the color specifications for the 4-H Emblem. Ceramic, plaster, paper, fabric or any materials that are colored or painted must comply with the color specifications and all other guidelines.

Use of the emblem on fabric, whether painted, screen printed, embroidered, appliquéd, or some other technique, must accurately represent the 4-H Emblem in authorized colors and adhere to all other use guidelines.

The 4-H Emblem is not open to reinterpretation or reconfiguration, regardless of its intended use, including the development of materials such as jewelry, sculpture, furniture, signage, crafts, or other fine art.

Using the 4-H Name and Emblem in Animation

Animation of the 4-H Name & Emblem is allowable provided that the animation is in keeping with the guidelines, and that at the end point of the animation (where the animated loop begins to repeat, if in an ongoing loop), the 4-H Name & Emblem appear in a manner that meets all guidelines for its use. Effects that may be used as part of an animation loop include: swivel and rotate, transition and dissolve, fly-by, layer, and posterization.

Animation may also show the 4-H Emblem on a waving flag, on a float that is partially hidden by crowds watching a parade, being

placed in a box or behind a curtain, twirling as it “dances,” “separating” as it forms the doors opening to welcome you to the 4-H Program, be partially hidden as it forms the backdrop for a youth speaking about 4-H, slowly come into focus or formation as the 4-H Emblem from an amorphous or other background, or completing itself as the clover leaves are added one by one to form the 4-H Emblem and each “H” is explained. In each of these cases, the 4-H Emblem may be temporarily blocked, in whole or in part, or have its shape altered. The end point of the animation must still comply with the guidelines.

For additional information or guidance related to animation applications for the 4-H Name & Emblem, contact 4-H National Headquarters.

Using the 4-H Name and Emblem in Partnership with Others

The 4-H Name & Emblem may be used in conjunction with the names, emblems, and word marks of other organizations and programs when 4-H is a partner, co-author, sponsor, or supporter or in some other official relationship. When feasible, the nature of the relationship among the organizations or programs should be clearly defined (e.g., in partnership with, sponsored by, etc.), and the 4-H Emblem should be given prominence consistent with its role in the relationship.

The 4-H Emblem should not be used or integrated into a larger design in such a manner that it becomes difficult to recognize or distinguish, or that is not consistent with the graphic guidelines for use of the 4-H Emblem.

To avoid the appearance of endorsement of a program, product, or service, the 4-H Emblem may not be incorporated into a larger design of a program, product, or service that is protected by trademark, service mark, copyright, or other similar laws. It is not acceptable to incorporate the 4-H Emblem into any other organization’s logo or emblem. The authority for determining the proper display and use of the 4-H Emblem rests with 4-H National Headquarters.

Permission to use the 4-H Name & Emblem is not required when the 4-H Name & Emblem is used to link to an official 4-H website in keeping with the policies and guidelines of 4-H National Headquarters.

Downloadable Graphics

The official 4-H Emblem and versions for print and the web are available for download at:

http://www.national4-hheadquarters.gov/emblem/4h_emblems.htm.

Each of the download files contains both black and white, and two-color and three-color versions of the 4-H Emblem in EPS, TIFF and GIF formats, for Mac and PC. The EPS files are especially suited for “Postscript” printers and Mac-based units. In general, TIFF files may be used with any printer type. Test both formats with your software and printer to find which yields the best results.

Making 4-H Name and Emblem Decisions

This document is meant to be a quick reference for using the 4-H Name & Emblem. The 4-H National Headquarters at NIFA, USDA provides further documentation on the official headquarters web site:

<http://www.national4-hheadquarters.gov>.

If your questions are not answered here, please go to the URL above and click on the 4-H Name & Emblem link. Carefully researching the **4-H Name & Emblem section of the 4-H National Headquarters website** should answer your questions. If you need more information or clarification contact National 4-H Headquarters for help at 4HNE@nifa.usda.gov.

Portions of the content and graphics used in this document were taken from “4-H Emblem Use and Graphic Standards,”

<http://4h.ifas.ufl.edu/newsandinfo/ClipArt/4hemblem.htm>, Ami Nieberger-Miller, University of Florida, Gainesville, FL. Special

Thanks: Laura Stone and Dallas Woodrum, N4-HYTLT, for publication design, and to the 4-H Name & Emblem Working Group.

The 4-H Name & Emblem is protected under “18 USC 707.