



## Cooperative Extension

### Checklist for New 4-H Club Leaders

#### Before the first meeting:

- ☐ Complete the online volunteer application and submit a background check
- ☐ Recruit at least 1 more official volunteer and recruit parents to help on a regular basis.
- ☐ Complete online volunteer training and request a meeting with 4-H staff for orientation.
- ☐ Recruit 4-H members (i.e. public notice, flyers, social media posts and keep a waiting list)
- ☐ Set a date, time, place, and agenda for the first meeting
- ☐ Request 4-H materials from the 4-H Office if needed

#### At the first meeting:

- ☐ Introduce the 4-H Program and club projects/activities
- ☐ Decide future club meeting place, time, frequency, duration, dues and communication.
- ☐ Help members and volunteers complete the online enrollment process.

#### At the second (and third) meeting:

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

#### Throughout the year:

- ☐ Use digital tools like Google Calendar or shared Google Drive folders to keep organized and so that you have a record of all your club has accomplished.
- ☐ Publicize your 4-H activities in your community
- ☐ Contact 4-H Staff about questions or concerns as often as you need to!

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

- ☐ Help members submit 4-H records for project awards (Oct 30th deadline)
- ☐ Complete the re-enrollment process and sign up to lead again!