

**North Carolina 4-H**

**Checklist for Starting a New 4-H Club**

**Club Name:**

**Club Leader (s) Name:**

**Date Club Officially Began:**

**Date Club Dissolved:**

|  |  |  |
| --- | --- | --- |
| **To Do** | **To Be Completed**  **By** | **Completed** |
| Identify potential 4-H Volunteer Leaders & recruit 4-H Leader for club |  |  |
| Provide position description and brief introduction 4-H to leaders |  |  |
| Develop a promotion and marketing plan to reach target audience & market the 4-H Club |  |  |
| Have 4-H Leaders register in 4-HOnline including appropriate screening |  |  |
| Complete volunteer training (see suggested list on following page)  Set up regular schedule trainings. |  |  |
| Identify 4-H members ages 5-18(minimum of 5 youth from 3 different families)  Conduct Interest with 4-H’ers and parents |  |  |
| * Have 4-H Members complete the 4-HOnline enrollment |  |  |
| * Selected a location, set dates and times for the meetings – usually done with club members |  |  |
| * Discuss possible community service projects and youth leadership opportunities for your club members |  |  |
| Develop Six-Month Plan of Work – usually done with club members.  Agent will collect Six-Month Plan of Work – upload to NC 4-H Club google drive for State Office. |  |  |
| All Reasonable Efforts form (Leader completes and Agent will collect) |  |  |
| Club has determined if they will have a checking account. If so, collect the appropriate paperwork:  <https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/club-operations/club-finances/> |  |  |
| Club leader has attended required trainings |  |  |
| Complete Charter Application - Leader  Provide Charter to 4-H Club once you have everything in place - Agent |  |  |
| Club meeting visit (at least once per year by Agent) |  |  |

**Volunteer Training Opportunities**

The 4-H staff person and volunteer discuss volunteer training options and determine needs based on the volunteer’s expertise, experience, and knowledge of 4-H and youth development.

|  |  |  |
| --- | --- | --- |
| **Suggested Training Topics** | **Required/Suggested** | **Date Completed** |
| What is 4-H? | S |  |
| Experiential Learning | S |  |
| 4-H Clover Guidelines/Regulations | R |  |
| 4-H Financial Management if they are going to handle money | S unless handling money |  |
| Life Skills | S |  |
| Ages & Stages | S |  |
| 4-H Curriculum | S |  |
| County 4-H Guidelines | R |  |
| Minors on Campus Required Video – volunteer will watch the video through 4-HOnline2.0 registration/enrollment | R |  |
| Required training for specific clubs: ie shooting sports, etc. if appropriate | R |  |

S= Suggested

R = Required

**Resources to help in training:**

<https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/>

<https://4-hmilitarypartnerships.org/resources/educator-resources/4-H-101:-The-Basics-of-Starting-a-4-H-Club>