

Walton County 4-H Club Policies & Procedures



I. Getting Your 4-H Club Started

- Enrollment Form – completion of the **on-line enrollment** is just the first step in a youth becoming a 4-H'er. Just as the title suggests, it enrolls the youth into one of the nation's largest youth development organizations. Information on the youth and parent/guardian is requested. Please make sure this information **IS ACCURATE AND COMPLETE**. Leaders you are responsible for making sure your member's are enrolled. Computers are available at the 4-H office for parents and members to use for this process. Also, at this time the youth can indicate a choice of project book to work on (see the project book section below). Upon receipt of the completed enrollment form, the 4-H Office processes the information and sends an official membership card and note to the parent. Enrollments must be completed each September or the member will be removed from our membership list.
- Florida 4-H Participation Form – Helps volunteers, who act in a reasonable and prudent manner, from liabilities that may arise as a result of the unexpected. This form is to be completed once per year by all 4-H members. A child's health history is requested; it is the parents' responsibility to keep this section current. This form also includes a publicity release, a survey & evaluation release, and a youth code of conduct.
- Insurance – For \$1, (\$2 for horse club members,) insurance can be purchased annually for each 4-H'er. It is supplemental medical insurance for the 4-H member while they are engaged in any 4-H activity. Volunteers who meet with club members in various locations, take field trips or otherwise participate in an active 4-H program are strongly advised to apply for insurance. Horse & animal project clubs are required to purchase this insurance. Order it directly from American Income Life or through the 4-H office.
- Naming Clubs – This is the chance for you and your club members to be creative. In some cases, names are selected because of the specific subject to be studied by the group (i.e. a horse club – Horseflies 4-H Club; a dog club – Go Dog Go 4-H Club, etc.); however, many creative and fun names can also be chosen: Shamrock Shiners 4-H Club, Eager Beavers 4-H Club, etc.) Be sure to notify the 4-H Extension Agent when a name is chosen.
- Size of the Club – It is recommended that a club is not formed with less than five members. A club leader can determine a maximum number of members and an age range depending on the club's focus and number of volunteers.

- **Club Business Meeting** – 4-H and American flag sets, secretary and treasurer’s books, officer training materials and installation ceremony suggestions can all be borrowed upon request.
- **Fundraising** – We encourage FUNDRAISING within the group and clubs; however, you must receive approval for all your club 4-H fundraisers (using the 4-H fundraising approval form) before your activity. The method of fundraising and exactly how funds are to be disbursed should be discussed and voted on by club members. This should also be documented in the club minutes. Fundraising can be an educational experience for club members, but it is recommended to not be the 4-H club’s major objective.
- **Financial Statement** – Covers all 4-H financial transactions from September 1 through August 31 of each year and is due by September 15th. This form is important because it allows the volunteer to keep an accurate record of all monies raised or collected that is 4-H related and shows community support for 4-H fundraising activities. Even though the club may have no fundraisers, the financial statement form must still be returned to the 4-H Office stating there were no monies collected or disbursed. ALL monies raised by 4-H members should be documented and kept by the Club Leader and not by the 4-H Extension Agent.
- **Project Books** – Project books are available for all 4-H’ers in their chosen topic (only two books given out at a time, per member.) A list of project books will be given to the member at the time of enrollment. A majority of our books have a refundable fee, less \$1.00 handling fee to cover shipping. The book cost, minus the \$1, is returned when the book is completed and returned to the 4-H Office. As a club leader, you may want all your club members to select the same book as part of a club project and another book related to their individual interests. This will enable you as a club leader to plan activities related to a group interest and then help in the completion of their books.
- **4-H Paraphernalia** – any 4-H paraphernalia club leaders would like to purchase (i.e. shirts, patches, jackets, pencils, etc.) can be ordered out of the colorful 4-H Source book or online at <http://www.4hmall.org>

II. County 4-H Office Procedures

Office Hours – Office hours for the Walton County 4-H Office are as follows: 8am-4:30 pm, Monday-Friday. Phone – 850-892-8172; FAX – 850-892-8443

Borrowed Items – When equipment is borrowed (such as sewing machines, animal clippers) items must be signed out and returned in the specified amount of time by the 4-H Office. This insures equal chance for the 4-H’ers and volunteers to utilize supplies when they may be needed. Clubs need to purchase their own clipper blades for large animal shears.

Meeting Deadlines – Deadlines for ALL events are firm, unless otherwise noted. They are listed in each newsletter which is distributed at the beginning of each month.

- The completion of enrollment, participation, or any form requiring personal information cannot and will not be taken over the phone. All relevant forms should be hand delivered or mailed to the 4-H Office.

Building Availability – The Walton County Extension Office, located at 732 N 9th Street, (Hwy 83 N) next to the Fair ground, is available for all persons with 4-H related business. If clubs have established a monthly meeting pattern and wish to use the building, the 4-H Office should be notified immediately to reserve rooms and supplies for those specific days. Once the 4-H Office is notified, the remaining steps to secure the meeting place are quite simple:

1. Learn appropriate entrance/exit doors.
2. Learn security code.
3. Pick up building key.
4. Start meeting at your chosen time. All meetings should conclude NO LATER than 10pm.
5. As a courtesy to others, the meeting room should be left neat & clean and as you found it.

Cancellation – if a club leader reserves the building on a particular day and has to cancel, the 4-H Office should be notified as soon as possible to prevent unnecessary preparatory procedures for the club meeting. It also frees up the rooms in case someone else needs to use them. In case of meeting cancellation, the club leader is responsible for informing all members currently enrolled in the club.

More resources:

Walton County 4-H: <http://walton.ifas.ufl.edu>

Florida 4-H: <http://www.florida4h.org>

GOOD LUCK and keep making for best better!

Rev 5/09

