



Steps in Organizing a New 4-H Club



When Complete

1. Determine interest in a new club

2. Define a membership area.

3. Complete child protection procedures for adult volunteers.
 - a. 4-H volunteer enrollment card (FY4-H-643)

 - b. Authorization for Release of Confidential Information (EHIRE-164)

 - c. Certification of Reading Youth Protection Policy (FY4-H-701).

 - d. 4-H Volunteer Agreement (FY4-H-120)

 - e. Behavioral Guidelines for 4-H Volunteers (FY4-H-121)

 - f. 3 References (FY4-H-700)

4. 4-H club must have at least two (2) certified non-related adult leaders.

5. Complete Annual Request for Official Approval for Establishment of a New 4-H Unit, Certification of Nondiscrimination, and Permission to use 4-H Name & Emblem. (AFFACT-662)

6. Enrollment cards (CES-617) turned in. (Youth must attend 2 club meetings, which satisfies the presence of a long term interest before being listed as a 4-H Club member.

7. Club Directory (CES644); you should meet a basic requirement of eight (8) active club members.

8. 4-H clubs are to follow the Benton County 4-H By-laws & follow parliamentary procedure found in "Roberts Rules of Order" at monthly club meetings.

9. All Youth are required to sign and follow the County & State Code of Conduct. All Adults are required to sign and follow the Adult Leader Behavior Guidelines.

10. Financial Information:
 - a. Financial Training based on C-488 Arkansas 4-H Club Treasurer's Record Book

 - b. Receive an EIN for the club

 - c. Annual Summary Financial Report

 - d. Peer Review Audit

 - e. Annual Inventory Report
