Washington County 4-H Club Guidelines

1. Each club must have one main volunteer leader or two co-leaders. Main leaders will be elected annually in September by the club members. There must be 2 unrelated volunteer leaders for every club. The adult to youth ratio for all club meetings, activities, and events is at a minimum of 1 adult per 8 youth. (This ratio must include all 4-H members on roster for the club.) These volunteers must have passed the 4-H volunteer application process of 4honline background check, child maltreatment check, physical enrollment card submitted, and meet training requirements for approval. Aadult volunteers must be trained for at least 4 credits per 4-H year.

2. Each club must have at least six (6) members and six (6) or more regular meetings per year. Clubs are encouraged to meet County 4-H Club Honor Club guidelines.

3. New members must attend two meetings of the same club before joining. The first to express a desire to join and the second to join. Youth names are not added in the secretary’s book until he/she has submitted a completed enrollment card. New members are to be placed as a guest in the minutes until enrollment is officially submitted. Returning members are to submit 4-H enrollment card annually by the April club meeting. Y outh enrollment in 4honline is to be done by the 4-H family or can be done by the Extension office if requested (ex – note on top of enrollment form).

4. Members must attend at least 50% of regular monthly meetings. This attendance is required for each club he/she is a member. Some clubs require stricter guidelines as indicated in their bylaws.

5. 4-H members absent from three (3) consecutive regular club meetings are to be removed from the club roll and from active 4-H member status (Extension Office must be notified). The Extension Office will send notification to the member about the change in status due to absences. In order to receive an exemption, the club member must contact the club leader before the regularly scheduled club meeting and providing the reason for the absence (this is marked as ExA in Secretary’s Book). Exemptions can be given for: religious activity, school activity, illness, participating in another 4-H activity at same time, sports (excuses should be limited as determined by bylaws or club officer team for approval), or other (to be brought before the club officer team for approval).

6. Clubs must have a minimum of the following elected officers: president, vice-president, and secretary/treasurer. Club officers are to be elected every September or October and are encouraged to attend County Officer’s Training.

7. 4-H clubs must have elected officers, educational components during meetings, and involve service learning. Clubs are encouraged to have an awards program for their local club. Parents and families are encouraged to attend club meetings, activities, and events.

8. Clubs must be represented at a minimum of three or more county activities per year. Clubs are encouraged to have participation in district and state events.

9. Clubs are encouraged to turn in a 4-H Record Book each year.

10. Leaders will be furnished enrollment cards, 4-H emblem use and non-discrimination form, and club charter and yearly update forms for their clubs. These should be returned to the Extension office by the deadline announced. Clubs that have not submitted all necessary forms will be notified of a short probationary status and what paperwork is missing. At the end of the probation the State 4-H Office will transfer the status of the club from pending and delete the club, along with its youth members and adult volunteers.

11. Main Leaders are responsible for compliance to general policies for individual 4-H members in their respective clubs. They monitor supervision of 4-H youth and ensure supervision is by approved volunteers. Clubs are encouraged to purchase insurance for club activities.

12. Each club must have a recorded copy of the State 4-H required club by-laws on file in the Extension office. Changes made to the bylaws must be submitted to the Extension Office immediately following the meeting. These by-laws must include the required statement regarding the club dissolution policy. Any club failing to meet in a six-month period will meet the criteria for club dissolution.

13. Clubs will begin meetings with the official 4-H opening. This will include the statement of the 4-H motto, meaning of the 4-H emblem, and pledge of allegiance to the American flag and the 4-H flag.

14. Clubs must submit their completed secretary’s and audited financial records annually to the Extension office. Financial accounting practices must be follow state and federal guidelines for all 4-H clubs.

15. Clubs are to submit the Report on 4-H Club Meeting Form to the Extension office within one week of the club meeting. It is optional for attendance records to be submitted to be used as documentation.