

Starting a 4-H Club Checklist

Starting a 4-H Club can take a couple of weeks, or it could take a year. The following suggested steps have been placed in an order that will assist you in developing a new 4-H club and ensure that you have everything you need to help the new club be successful. Feel free to add additional items that your county program may require for a club to use the official 4-H clover.

- Market the 4-H Club program through flyers, information nights, etc
- Identify potential 4-H volunteer leaders
- Provide position description and brief intro to 4-H
- Recruit 4-H volunteer leaders
- Collect volunteer paperwork: application, permission to screen
- Perform background check
- Work with community resources to identify 4-H members (minimum of 5 youth)
- Orient the volunteer leader- Choose appropriate training agenda
- Regularly scheduled trainings have been set
- Club leader meets with youth to determine 6-month plan of work
- Create club file in office (Make copies of all documents for club leader)
- Collect required forms from club:
 - Enrollment forms for all youth
 - Charter application (includes meeting times, officers names)
 - Six-month plan of work
 - All reasonable efforts
- Send e-mail to state office, requesting charter for club (James_draper@ncsu.edu)
- Club has determined whether or not they will handle funds. If yes:
 - An SS-4 has been completed and submitted to the IRS
 - A bank account has been opened with 2 names- club leader and treasurer
 - Once EIN # is received, a copy of EIN letter is in club file
 - EIN number has been sent with club info to state 4-H office
- Club leader has attended required trainings
- Club meeting visit (at least one per year)

Club Name

Leader(s)

Date Club Officially began

Date Club Dissolved

