

**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

Use community resources to identify 4-H members (minimum of 5 youth from 3 different families)

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

Club has determined whether or not they will handle funds. If yes:

An SS-4 must be 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 from 4-H Agent (at least one per year)

**Club Name**

**Leader(s)**

**Date Club officially began**

**Date Club Dissolved**

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