





## Steps to Starting a 4-H Club

Read the job description for a 4-H club leader: <u>http://forsyth.cc/CES/4-H/Documents/club\_leader\_description.pdf</u>

If that sounds like the job for you:

• Enroll in 4-H Online <u>https://nc.4honline.com/</u> (When it asks, "Are you a volunteer?", please click "yes".)

• Extension Center will complete references.• NCSU will send you an email from: <u>background-checks@ncsu.edu</u> with a link for you to complete a criminal background check (it begins "Thank you for your interest in a position with NC State University!")

• If approved, volunteer must participate in orientation and training.

• Determine a safe, consistent meeting location.

• Market 4-H Club interest through flyers, informational nights, etc. (N.C. Cooperative Extension helps with this!)

• Work with community partners to identify potential 4-H members (minimum of 5 youth) between the ages 5-18 (typically ages 5-8, 9-12 and 13-18 go well together for programming; you decide which age group to work with)

• Help youth complete online 4-H application at https://nc.4honline.com/

• Club leader meets with youth to determine a 6-month plan of work including a minimum of one community service project per calendar year (Jan.1-Dec.31)

- Youth vote on a non-discriminatory name for the 4-H club.
- Elect club officers (unless the youth are 5-8 years old)
- Submit required forms to 4-H office:

http://go.ncsu.edu/clubpaperwork

Submit a monthly report online
<u>http://go.ncsu.edu/forsyth4-hclubreport</u>

Frequently Asked Questions can be found at:

http://www.ces.ncsu.edu/4-h-club-frequently-asked-questions/

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