



## Steps to Starting a 4-H Club

Read the job description for a 4-H club leader:

[http://forsyth.cc/CES/4-H/Documents/club\\_leader\\_description.pdf](http://forsyth.cc/CES/4-H/Documents/club_leader_description.pdf)

If that sounds like the job for you:

- Enroll in 4-H Online <https://nc.4honline.com/> (When it asks, “Are you a volunteer?”, please click “yes”.)
- Extension Center will complete references. • NCSU will send you an email from: [background-checks@ncsu.edu](mailto:background-checks@ncsu.edu) 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  
<http://go.ncsu.edu/forsyth4-hclubreport>

Frequently Asked Questions can be found at:

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