

OHIO 4-H VOLUNTEER HANDBOOK



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Who We Are

About OSU Extension

Our Mission

We create **opportunities** for people to explore how **science-based knowledge** can **improve social, economic, and environmental conditions**.

Our Vision

Ohioans have the **knowledge** and **resources** they need to **actively engage** in creating conditions in which they **thrive**.

In Extension, we value:

- **Teamwork** and **partnerships**
- **Integration** of **science** and **local knowledge**
- **Respectful community engagement**
- **Credibility, honesty, and integrity**
- **Innovation, flexibility, and adaptability**
- **Relevance** and **responsiveness**
- **Leveraging resources**
- **Lifelong learning**
- **Diversity** in all of its forms
- The **contributions** of **all people** toward achieving **organizational** and **societal goals**



WATCH: [What is OSU Extension](#)

About Ohio 4-H

The Ohio 4-H program is part of a greater Extension organization. Whether you are a first-year 4-H volunteer or returning for your 50+ year to lead your 4-H club, you will be asked questions that require you to look inside the 4-H organization.

Beyond the 4-H Pledge you recite at every club meeting, you will need to share how 4-H is a community of young people across America learning leadership, citizenship, and life skills through group experiences. 4-H is education beyond the classroom where every youth can discover their interest and talents while excelling to their highest potential.

The 4-H motto, "To Make the Best Better," is put into action by making a positive difference in 4-H members' lives through club meetings and numerous other youth opportunities.

WATCH: [Join 4-H Trailer](#)

Exploring the Four H's

Head, Heart, Hands, and Health serve as a friendly reminder of the 4-H mission to create positive environments in which diverse youth and adults can reach their fullest potential as capable, competent, caring, and contributing citizens.

The 4-H club serves as the primary outlet for developing the life skills and 4-H values centered within each "H." Knowledge of the entire 4-H organization structure will enable youth to access programs beyond the club and tap into more than a century of positive youth development experiences from OSU Extension's 4-H program.

Mission, Vision, and Values of Ohio 4-H

- Dynamic 4-H clubs develop plans to incorporate positive youth development experiences in line with the Ohio 4-H mission and vision statements.
- The goal of 4-H is to help young people develop to their fullest potential. 4-H believes we can help our nation, state, and communities by giving the opportunity to youth for positive development.
- Following the 4-H motto, "To Make the Best Better," and staying true to our core values accomplish this goal.

Ohio 4-H Mission

- Empowering young people with the skills to lead for a lifetime.

Ohio 4-H Vision

- Ohio 4-H will reflect the diversity of the state by the end of the decade, reaching at least 1 in 5 youth.

Ohio 4-H Values

- Positive youth development is the focus of everything we do.
- Partnerships with other organizations, schools, and businesses are essential to successful youth development.
- Volunteerism is fundamental to our work.
- Strength is attained through diversity across the entire range of 4-H experiences.

What Should I Know about the 4-H Organization?

1. A general knowledge of [4-H History](#)
 - 4-H was founded in Clark County, Ohio in 1902 by Mr. A.B. Graham when he organized young people in an "out-of-school education program." His idea of youth agricultural clubs quickly expanded to multiple Ohio counties and set the foundation for what we recognize today as 4-H clubs and the overall 4-H organization.
 - While youth agricultural clubs were initially focused on agricultural projects and research, 4-H has expanded in content areas and continues to promote life skills through an array of project areas, community service, leadership, and citizenship.
 - 4-H can be found in all fifty U.S. states and internationally in more than eighty countries around the world.

2. The [4-H Fundamentals](#)

- 4-H Emblem: four-leaf clover with an “H” in each of the four leaves
- 4-H Colors:
 - green (nature’s most common color, represents youth, life, and growth)
 - white (symbolizes purity and high ideals)
- 4-H Motto: “To Make the Best Better”
- 4-H Pledge

4-H PLEDGE

I pledge my **HEAD** to clearer thinking,
 my **HEART** to greater loyalty,
 my **HANDS** to larger service,
 and my **HEALTH** to better living,
 for my club, my community,
 my country, and my world.

***What You Should Know About the 4-H Emblem***

The 4-H emblem . . . your club’s seal of excellence and a proud American mark recognized worldwide. The 4-H clover is a highly valued emblem within our country’s history. As such, it was granted a very unique status; it is in a category similar to the Presidential Seal and the Olympic emblem. It is protected by the federal government and is under the responsibility and stewardship of the Secretary of Agriculture. The “18 USC 707” marking that appears along the right lower leaf is coding that protects the use of the 4-H clover emblem.

Your club’s insignia should always include the official 4-H emblem. Never alter the shape of the 4-H clover or cover any portion with writing or images. The code, “18 USC 707,” must appear along the outside of the lower right leaf. There are federal guidelines that outline exceptions to this design. You may find the following resources helpful as you determine the best ways your club can use the emblem. Contact your county 4-H Extension professional when you have questions about the proper use of the 4-H name and emblem. [4-H Name & Emblem Guidelines](#)

The 4-H Thriving Model

Your contribution to the Club as a volunteer is critical to delivery of the 4-H program, which is committed to positive youth development (PYD). The 4-H Thriving Model, the theory of change for positive youth development, connects high-quality program settings to the promotion of youth thriving. That's where you come in.

High-quality 4-H program settings provide youth a place to belong, matter, and explore their personal spark. These components, along with strong relationships with caring adults and supportive peers, help ensure that 4-H programs provide a nourishing developmental context—a place where youth feel a sense of belonging and can grow. High-quality 4-H programs contribute to PYD through the intentional promotion of social, emotional, and cognitive learning. This process is described by seven indicators of youth thriving.

LONG-TERM OUTCOMES

- Academic or Vocational Success
- Civic Engagement
- Employability & Economic Stability
- Happiness & Wellbeing

DEVELOPMENTAL OUTCOMES (Positive Youth Development)

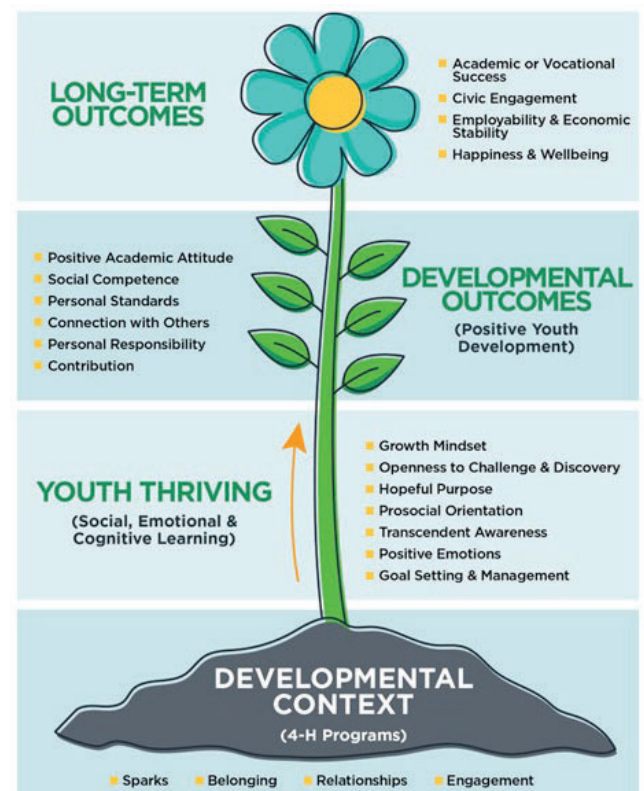
- Positive Academic Attitude
- Social Competence
- Personal Standards
- Connection with Others
- Personal Responsibility
- Contribution

YOUTH THRIVING (Social, Emotional & Cognitive Learning)

- Growth Mindset
- Openness to Challenge & Discovery
- Hopeful Purpose
- Prosocial Orientation
- Transcendent Awareness
- Positive Emotions
- Goal Setting & Management

DEVELOPMENTAL CONTEXT (4-H Programs)

- Sparks
- Belonging
- Relationships
- Engagement



Youth who experience high-quality program settings with these key social, emotional, and cognitive skills achieve key positive youth developmental outcomes. They are then also more likely to achieve long-term outcomes marked by vocational or academic success, civic engagement, employability and economic stability, and happiness and well-being.

For more information on the [Alignment of Positive Youth Development](#) with the 4-H Thriving Model and more details, please go to helping-youth-thrive.extension.org.

Positive Youth Development (PYD)

Many people used to believe children and adolescents were problems that had to be fixed. Positive youth development, at that time, was seen as the absence of risky behavior. Today we know all youth need support, structure, and opportunities to learn. Positive youth development learning experiences will help them to realize their full potential. PYD builds on young people's strengths and recognizes their unique contributions. The focus is on promoting the social, emotional, spiritual, and mental well-being of young people. PYD approaches help young people maintain safe and healthy behaviors and redirect others to engage in healthier, more positive actions.

The diagram contained in Tufts University Professor Richard Lerner's The Positive Development of Youth: Comprehensive Findings from the 4-H Study of Positive Youth Development, shows how 4-H can impact youth through positive development outcomes which result in becoming contributing adults. See the full report of the study at <https://4-h.org/about/research/4-h-impact/>

Learning the 4-H Way

Every minute of 4-H club time counts, and each 4-H learning experience can lead to new knowledge and skills. You can help every member "learn the 4-H way" through projects, skillathon, judging, quality assurance, field trips, camp, fair, community service, and many other fun, hands-on experiences. We believe the 4-H slogan, "Learn by Doing," is mastery of knowledge and skill in action is the 4-H way. Today, educators refer to this as the experiential learning process, which is represented in the model below.

Teaching the 4-H Way

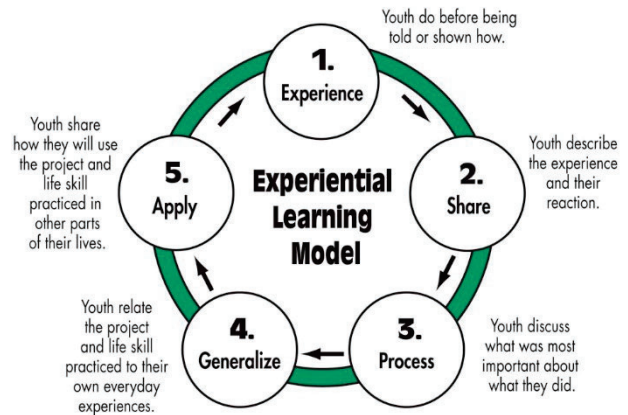
Your 4-H members' project success results from the skills and knowledge taught in your club and county programs. Are you providing hands-on project learning experiences for members on a regular basis and not just preparing them for judging or project completion? Mastery of knowledge and skills is important, but it is critical to strengthen life skills, including decision-making, communication, leadership, responsibility, time management, creativity, and initiative, just to name a few.

Teaching the 4-H way allows you to:

- Use multiple senses to increase members' learning and mastery.
- Focus on learning from the member's perspective—hands-on and minds-on.
- Engage members in scientific discovery, investigation, exploration, and research of the project & self.
- Reduce behavior problems by actively engaging members in learning; and
- Enjoy the fun of learning and teaching members!

How Can You Help Members Learn the 4-H Way?

- Assist members in selecting 4-H projects, participate in meaningful experiences, and set realistic goals. Visit [Project Central](#) to preview Ohio 4-H project books and resources.
- Use a variety of non-formal teaching methods to lead and train members in project and life skills.
- Encourage members to attend learning experiences that include camps, workshops, clinics, public speaking events, quality assurance, sportsmanship, and safety programs—as well as many others.
- Prepare members for positive 4-H project evaluation experiences including skillathon, project judging, contests, fair exhibitions, shows, sales, and more.
- Actively involve members in planning and conducting significant community service experiences and service-learning projects to benefit their local communities.



Pfeiffer, J.W., & Jones, J.E., "Reference Guide to Handbooks and Annuals"
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Volunteerism

Volunteer Opportunities

Volunteers like yourself train, mentor, and provide individuals consistent sequential learning experiences. There are many different volunteer opportunities within OSU Extension.

Note: Prior to assuming any of these volunteer roles you must complete the Ohio 4-H Volunteer selection process outlined below. To continue serving as a 4-H volunteer, you must maintain good standing with both the county and state 4-H program.

Ohio 4-H Volunteer Selection Process

Adults serving members of vulnerable populations (minors, elderly, and/or disabled) in an unsupervised capacity with potential for ongoing/sustained contact with clientele and/or including opportunities for financial, overnight, and transportation responsibilities will:

1. Complete a volunteer application, in its entirety (including three non-family reference contacts of which a minimum of two must be completed and returned) and submit to the appropriate OSU Extension office.
2. Receive, at the time of application or change of position, a written volunteer position description outlining the responsibilities.
3. Read, agree to, and sign the OSU Extension Volunteer Standards of Behavior form annually.
4. Complete an interview with the appropriate OSU Extension professional.
5. Submit to a criminal history fingerprint background check at the time of application and every four years thereafter.
6. Participate in an orientation and annually required volunteer training.

4-H Volunteer Positions

If you are currently volunteering in a 4-H club setting, you are most likely serving in one or more of these roles:

- **Organizational Club Volunteer** – Serves as the primary liaison between 4-H professionals, extension staff, volunteers, members, and families.
- **Project/Resource Leader** – Provide a variety of 4-H project related learning experiences: Coordinate and conduct educational activities related to projects. Monitor progress towards project completion. Prepare members for knowledge assessment of projects, including but not limited to judging, skillathon, and/or exhibition. Inform members of project requirements and deadlines. Provide constructive feedback to members, parents, and families.
- **Program Volunteer** - Provide a variety of 4-H project related learning experiences: Refer to county specific responsibilities.

- **Activity Volunteer** – This volunteer coordinates club activities such as community service, fund raising, trips and tours, promotional activities, recognition programs, family nights, and more.
- **Cloverbud Volunteer** – This role focuses on providing non-competitive experiences that meet the special needs and interests of youth 5 through 8 years old. Support and work in partnership with 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- **Club Financial Volunteer** - Serve as the primary liaison between 4-H professionals, extension staff, volunteers, members, and families when reporting club finances.
- **Certified Master Clothing Educator Volunteer** – A master clothing educator works with, and under the direction of, an Extension professional to plan and conduct classes related to clothing activities. Such activities include volunteer and member training at the local level, assisting with other activities, and supporting the 4-H clothing program.
- **Camp Staff Volunteer** – Serve as the Camp Staff at county 4-H Camp. Major responsibility includes being available at all times to the campers, counselors and assisting other staff.
- **Camp Nurse** - Serve as the Camp Nurse at county 4-H Camp. Major responsibility includes being available at all times to the campers, counselors and assisting other staff. Must have specific medical qualifications.
- **Shooting Sports Volunteer** - Serve as the primary liaison between State Shooting Sports Coordinator, 4-H professionals, extension staff, club volunteers, club instructors, members, and families in the delivery of 4-H Shooting Sports Programs and updates. Volunteer positions include Club Coordinator Volunteer, County Coordinator Volunteer, County Assistant Discipline Instructor Volunteer, and Certified Instructor Volunteer for Shooting Sports disciplines.
- **County 4-H Advisory Committee Member** - Support and advise 4-H professionals about the current and future needs of county youth, volunteers, and families in order to promote and foster involvement in 4-H Youth Development Programs.
- **PetPALS:** Serve as a 4-H club project leader to youth enrolled in the 4-H PerPALS program. Help recruit and teach youth ages 8-19, with pets, to become 4-H PetPALS, conducting animal assisted activities.

Teen Leadership Opportunities

If we are to successfully keep teens in 4-H, we must invite them to play an active role in the program. 4-H teens are leading their peers as teen/junior leaders in clubs, as youth representatives on committees, and in key leadership roles as camp counselors, junior/teen leaders and CARTEENS facilitators.

Youth volunteer experiences teach teens valuable life skills:

- Decision-Making
- Leadership Capacity
- Teamwork
- Communication
- Creative Thinking
- Interpersonal Relationship Building

Encourage a teen in your club to apply for one of the following youth volunteer positions. Check with your county 4-H professional(s) on availability of teen volunteer opportunities and specific requirements (age, years in schools, etc.).

For additional opportunities and information, visit <https://ohio4h.org/families/just-teens>

- **Camp Counselors and/or CIT's (Counselor-In-Training)** - Youth ages 14 through 19 serve as part of the camp staff to assist in planning, coordinating, and conducting camp experiences. After 24 hours of annual training, counselors supervise campers, teach fun hands-on activities, and help campers make friends.
- **CARTEENS Facilitator** - Youth with a driver's permit or license teach teen offenders sentenced to CARTEENS by the juvenile court. Facilitators lead groups discussions, role-play traffic situations, conduct interactive traffic-related games, and engage in formal conversation with a law enforcement officer.
- **Teen Leadership Council (TLC)** - TLC is a statewide group of 4-H teens and young 4-H alumni that provides a youth stakeholder perspective in planning, implementation, and evaluation of Ohio 4-H programming. In the process, council members develop knowledge, skills, attitudes, and aspirations needed for future success.
- **Committee Member** - 4-H member 14 years and older can serve as youth representatives on 4-H committees. These teens are actively involved in planning, conducting, and evaluating 4-H programs organized by committees. Committees available for service may include 4-H Advisory Council, project-related committees, and 4-H Endowment Board. Contact your county 4-H professional(s) to learn more about your county's 4-H committee structure and responsibilities.
- **Food and/or Fashion Board** - Teens with experience and interest in the food and clothing projects work with Extension staff and adult volunteers to develop programs for members in these areas. Activities may include workshops, clinics, camps, judging activities, and more.

- **Junior or Teen Club Leader** - 4-H members ages 13 and older can assist 4-H club advisors, teach younger members project skills, and lead various club activities. Club advisors should meet annually with club teen leaders to plan their role(s) in the 4-H club.
- **Teen or Junior Leadership Program** - Teens ages 14 and older can assist with planning countywide 4-H events and community service as they explore and build their leadership skills. Contact your county 4-H professional(s) to learn about your county's teen or junior leadership program.
- **Shooting Sports Junior Leader** - Assist the certified Shooting Sports Instructor with specific discipline related tasks in which the Junior Leader has been trained to do at the state level training workshop. Must ALWAYS work under the DIRECT SUPERVISION of a certified Instructor in the discipline you are assisting with on the range.

Volunteer Education and Development

To better serve youth and their families, volunteers must participate in annual volunteer development and educational opportunities. By participating, volunteers will sharpen their skill set to effectively perform duties. Volunteers are encouraged to:

- Seek volunteer roles that are mutually beneficial to the individual and the organization.
- Take on a new volunteer role to help fill a gap, offer a new program, or expand current programs;
- Participate in volunteer development educational opportunities to enhance skill and knowledge and stay current with policies, procedures, and subject matter; and
- Encourage others to become more involved in 4-H as volunteers!

Opportunities for Volunteer Education and Development

- **Use the Ohio 4-H Volunteer Handbook.** Mark this website: <https://ohio4h.org/volunteerhandbook> as a favorite for easy access to the most current information to ensure a successful volunteer experience. Share the link with other county volunteers.
- **Participate in county volunteer training programs.** The County 4-H professional provide ongoing volunteer development opportunities through county updates, workshops, clinics and meetings. Check with your county Extension professional for volunteer development opportunities and required training expectations.
- **Read the county newsletter(s), 4-H emails, and/or visit the county website.** Stay current and up to date with the latest rules, guidelines, and programs. Volunteers will learn club management tips, access experiences for club youth and yourself, and discover new ways to “Make the Best Better!”
- **Join Volunteers across Ohio at the [Ohio 4-H Conference](#).** Mark your calendar for the second Saturday in March. Choose from more than 100 educational, hands-on workshops presented in five concurrent sessions. Do forget to check the event website for registration materials, fees, and details.
- **Learn about [North Central Region Volunteer Opportunities](#).** Join other volunteers across the 12-state North Central Region to learn cutting edge information that will help volunteers work effectively. The NCR Volunteer webpage offers volunteer E-forums broadcasted from local county Extension offices and other virtual resources.
- **Teach at a regional or state events.** Submit a proposal to teach a session or workshop at the Ohio 4-H Conference, North Central Region 4-H Volunteer Forum, or regional programs across Ohio. Contact your county 4-H professional(s) to express interest.
- **Serve on a regional or state committee.** Share your expertise with others by serving on camp boards, state project committees, and Ohio advisory and support committees. Ask your county 4-H professional(s) for the application process for state committees.

How Can You Volunteer Outside the County?

You can become involved with the Ohio 4-H program by serving on a variety of regional and state program committees. Some of the opportunities available include the following:

- Serve on 4-H Camp Boards or as a camp volunteer
- Serve on state 4-H project-related committees
 - [State Dog Committee](#)
 - [State Horse Committee](#)
 - [State Shooting Sports Committee](#)
- Serve on state 4-H event committees
 - [Ohio 4-H Conference](#) Planning Committee
 - [4-H Foundation Board](#)

Contact your county 4-H professional(s) to learn more about applying for these unique volunteer experiences.

Volunteer Recognition

OSU Extension celebrates all volunteers for their service. Your sense of volunteer pride and appreciation may come from a tender note from a parent, a community member, a smile from a child after accomplishing a new task or receiving your first volunteer certificate or pin. Many counties hold a volunteer recognition event honoring volunteers for years for service. Milestones for years of service (1, 5, 10, 15, 20, 25, 30, 35) and those 40 years and over receive special recognition at the Ohio 4-H Conference. Other forms of volunteer recognition are county specific. Check with your county 4-H professional(s) for details.

You may nominate yourself or a fellow volunteer (teen or adult) for one of Ohio's 4-H Volunteer Awards. Recognition occurs at the Ohio 4-H Conference in March. Check with your county 4-H professional(s) about county nominations and deadlines. For more information including award applications and award descriptions visit the [Ohio 4-H Conference website](#).

Additional volunteer recognition opportunities may be available at the county level. Some of the previous awards are also available on the county level. Examples of county recognition opportunities include scholarships to various volunteer training events, such as Ohio 4-H Conference, trip awards, committee service recognition, recognition events, promotion to new roles, and placement on special committees.

What is a 4-H Club?

4-H clubs are a group of young people guided by club volunteers engaged in positive youth development experiences. The [Ohio 4-H Charter Checklist](#) includes specific requirements for organizing a 4-H club. A well-rounded 4-H club focuses on goal setting, community service, public speaking, leadership, decision-making, fundraising, teambuilding, social and recreational activities, and a variety of hands-on learning experiences. Successful 4-H clubs empower members to be decision-makers who influence 4-H programming on the club, county, state, and national levels. Other resources for volunteers may be found on the National 4-H website at 4-h.org.

How Do You Get Started?

Starting a new 4-H club, taking over the management of an existing club, or even joining the leadership of a current 4-H club means accepting the 4-H club volunteer challenge to make a positive difference in young people's lives. You are not alone in meeting this challenge; 4-H Extension professionals and resources like the *Ohio 4-H Volunteer Handbook* will assist you in acquiring the tools to successful club management.

4-H COMMUNITY CLUB DEFINITION:

The Club will work with youth to help them grow into productive, contributing members of society. The Club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs, and activities. The club...

- Meets a minimum of six times throughout the year (for a minimum of six total hours).
- Enrolls at least five members from at least three families each year. At minimum, three of the five club youth must be at least 8 and enrolled in 3rd grade, or age 9 and above regardless of grade level for Parliamentary Procedure to be followed.
 - ◆ Youth are expected to affiliate with the 4-H program in their county of residence. However, in some circumstances, it is appropriate for a youth to participate in a county other than their county of residence. This can be done with the approval of the 4-H professionals in both the county of residence and the county of request via a [Across County Line Membership Policy and Request Form](#).
 - ◆ Project Members (Age 8 and 3rd grade as of January 1 or age 9 to 19)
 - Elected officers annually
 - Handle money
 - Members enroll in at least one project each year from the [Family Guide](#)
 - ◆ Cloverbud Members (Age 5 and Kindergarten age as of January 1 to project member eligibility)
 - Does not hold an officer position and does not handle money
 - Learning experiences are developmentally-age appropriate and intentionally designed
 - The Cloverbud program is an activity-based program which uses noncompetitive activities and [OSU's Cloverbud resources](#).
 - ◆ Is advised by approved volunteers [who have been issued a club charter and have constitution/by-laws] and/or OSU Extension professionals. Chartered annually with approved constitution/bylaws

SPecial INterest (SPIN) CLUBS

Clubs meet throughout the year for a brief time, focused on a specific topic.

- Age 5 and Kindergarten as of January 1 to age 19
- Meets for a minimum of six contact hours (best practice is a series of meeting dates not less than 1 hour per meeting)
- At least five members from at least three different families
- Are advised by approved volunteers (who have been issued a SPIN club charter) and/or OSU Extension professionals
- Does not have elected officer youth positions, constitution or bylaws
- Does not handle money
- Learning experiences are intentionally designed to be carried out by SPIN club members at the same time

How Can You Develop and Manage Your 4-H Club for Success?

1. Determine your club's structure, including type and scope of project(s), membership size, learning experiences, and number and location of meetings.
2. Complete the [Ohio 4-H Club Constitution](#) with your club members. You may also want to complete the optional [4-H Club Bylaws Template](#) to establish the rules that your members will follow to govern club meetings and activities.
3. Secure an IRS Employee Identification Number (EIN): [IRS EIN How-to Instructions](#)
4. Promote, recruit, enroll, and re-enroll membership to start or expand your 4-H club. [Visit Ohio 4-H Membership Guidelines](#) on the Ohio 4-H website.
5. Elect officers, appoint committees and train the youth leadership to assist your club in planning and conducting the club's yearly program. Visit the [4-H Officer Resources](#) page on the Ohio 4-H website.
6. Establish a club treasury and open a club checking account. Visit the [Finances page](#) on the Ohio 4-H website for more information. Follow all Ohio 4-H expectations for fundraising, document all income and expenses and submit a Yearly Financial Summary and Inventory List.
7. Develop a yearly club program plan with your officers and club volunteers and communicate to club members. Build your own club team, plan your yearly club meetings and conduct a [club self assessment](#).
8. Conduct meetings members want to attend by including a balance of business, education, and social activity based on the [4-H Club Meeting Wheel](#) for an example. Explore additional resources for successful meetings in the [Grab & Go Meeting Tool Kit](#) & [Meetings at a Glance Worksheet](#).
9. Enroll as a volunteer annually via 4-HOnline and assist participants to do the same.
10. Evaluate and celebrate your club's success.

4-H Club Structure

Clubs begin with a caring adult who has an interest in helping youth and in teaching them specific skill sets. Skills taught may focus on a specific project or on a specific membership age, such as Cloverbuds or teens. Consider these questions to begin to frame your 4-H club:

What is your club membership makeup?

To have an Ohio 4-H club, you need to have at least five youth members from three different families. Your club will need to conduct a minimum of six regular club meetings per year. Additionally, clubs must be chartered and have a club constitution. [Link to documents below.](#)

- 4-H Club Charter Checklist
- 4-H Club Constitution
- 4-H Club Bylaws Template

What is your club focus?

4-H clubs offer a wide variety of opportunities for members to develop knowledge, skills, attitudes, and aspirations needed for adult success. Clubs come in a variety of forms and there is not a one-size-fits-all option. Clubs can choose to focus on specific projects, age groups, or interest areas. Or, they can provide a wide array of options for members. Club volunteers help determine the focus based on the perceived interest of members or on expertise club volunteers can contribute to the learning experience of members.

When and where do club meetings happen?

When:

- Clubs may choose to meet weekly, bi-weekly, monthly, or bi-monthly.
- Clubs may meet year-round or have a defined start and end date for regular meetings.
- Clubs must have a minimum of 6 meetings during the year according to the national minimum requirements.
- Check with your local OSU Extension for any specific county guidelines related to meetings.

Where: Some common locations include the following:

- Homes or farms
- City/town halls or community centers
- Fire departments
- Libraries
- Schools
- Businesses

Regardless of the meeting site, choose accessible locations that are 4-H friendly, and do not limit participation due to fear of physical or emotional harm or because the membership is not comfortable with the chosen site. Discuss potential meeting site(s) with your Extension Professional.

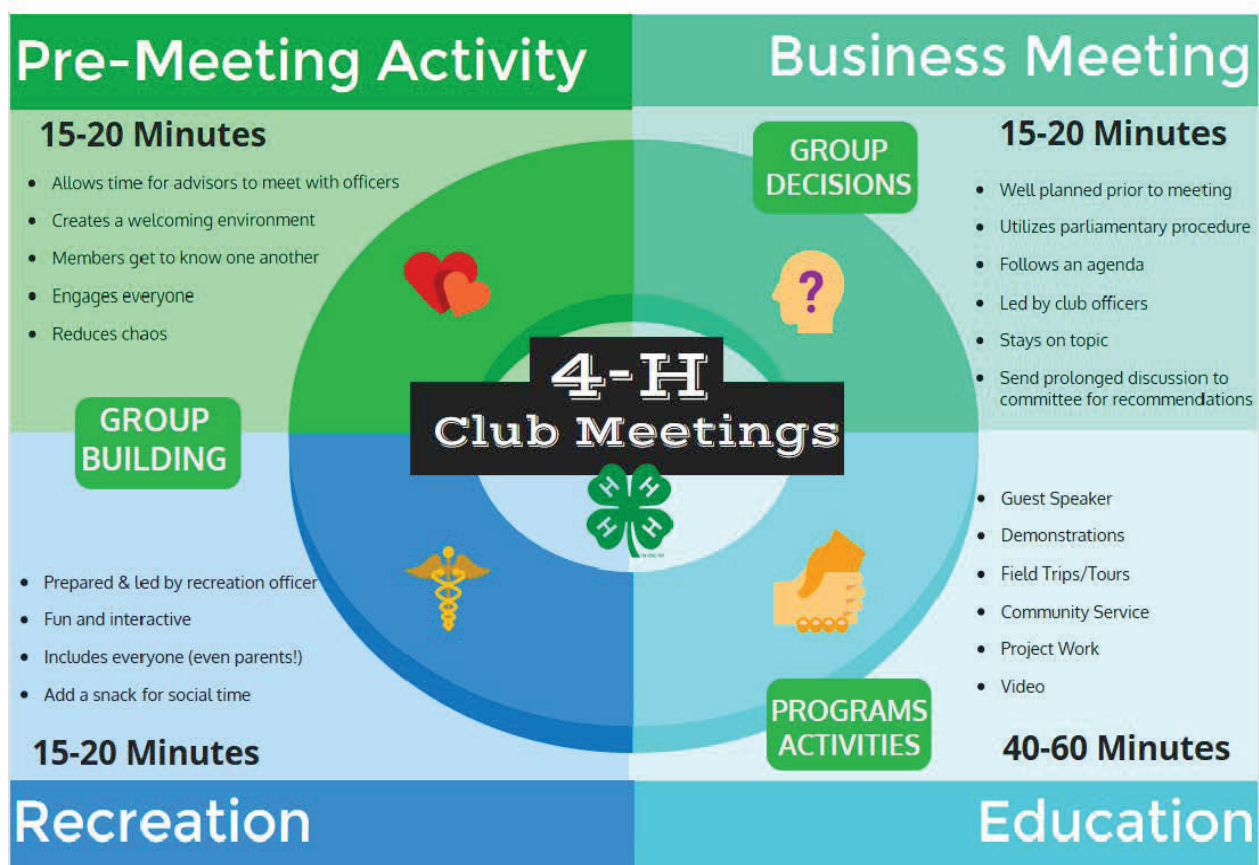
Chartering Your Club

1. Clubs are required to complete and submit the [Ohio 4-H Charter Checklist](#) annually.
2. 4-H clubs are part of an IRS group tax exemption number in Ohio and must adopt a [Club Constitution](#). Each club is required to file a signed constitution with their county Extension office. The constitution remains in effect and does not have to be reapproved every year.
3. Each club may create its own set of operational bylaws, as long as the added rules do not conflict with the club's constitution. [Club Bylaws](#) may include any additional club rules, guidelines, expectations, or policies not listed in the constitution: dues, committees, achievement requirements, record books, project books, evaluation, fund raising, club trips, etc. Creating bylaws is a great way to start developing leadership, decision-making, and communication skills among your members. Consider these documents your 4-H club's guide to successful operation. If your club develops and adopts bylaws, a copy must be filed with the county Extension office. Your club bylaws should be reviewed with the club annually. This enables your club's operation to change to reflect the members' needs. Club bylaws should be simple and easy to follow for members and volunteers, and everyone in the club should be involved in developing them. If your club makes changes to its bylaws, a copy should be forwarded to the county Extension office to be placed in your club's file.
4. What are the important points to include in any 4-H club constitution and bylaws?
 - **Name of 4-H Club**—Select a club name with your membership. Be creative and use common sense. Avoid names that may connect the club to a business, reference race, gender, sexual preference, or religion and/or could be perceived as discriminatory. Your county 4-H Youth Development Extension professional must approve your club's name as part of the Ohio 4-H club charter.
 - **Membership**—Club and volunteers may not discriminate in membership but may set guidelines and limits. Guidelines and limitations may include ages of members accepted, maximum membership, enrollment process, and attendance requirements to stay an active member in good standing.
 - **Meetings**—A list of meeting dates, times and location should be included. Also, include reorganization meeting and/or achievement meeting dates.
 - **Officers**—List the officers and their duties, including the election process (use of nominating committee, open floor, etc.).
 - **Committees**—Outline who makes up the executive committee and list standing committees. Examples of standing committees may include recognition, fundraising, community service, fair exhibit, policies, program planning, etc.

Planning and Conducting Meetings

Follow these steps to fun, hands-on, active and “I want to be there” 4-H club meetings:

1. Involve your club officers, teen leaders and club volunteers in [planning club meetings](#). Dynamic 4-H clubs have a great yearly plan filled with fun and activities.
 - Brainstorm ideas for club activities, events, and programs. Use the [Design Your Own 4-H Clover Activity](#) at a club meeting to get all members' input. Committee members can use these ideas to develop the club's yearly plan. Choose activities that reflect the interest, needs, and ages of all members.
 - Plan the club's yearly program and create a club yearly calendar. Make sure club meetings are a balance of business, education, and recreation. Use the [4-H Club Meeting Wheel](#) to help you plan well-balanced meetings that include:
 - 15-20 minutes of business (25%)
 - 30-45 minutes of hands-on learning (50%)
 - 15-25 minutes of recreation and social activities (25%)



- Provide a copy of the club program to all families in your club and to the Extension Office.
 - Inform 4-H members and families will be more likely to participate, be less likely to miss meetings, deadlines, and programs, and generally be happier 4-H participants. Avoid club volunteer headaches and heartaches by writing and distributing a 4-H club calendar/program to all families.
 - Well-planned club programs reduce misunderstandings, lack of follow-through, and disappointment of members and families. Club ownership begins with members involved in making, not just participating in, club plans.
- 2. Allow members to lead the club. Encourage them to assist with fundraisers, serve as officers or committee members, plan community service, make decisions, or teach skills. Let the officers run the meetings. Be sure to prepare meeting agendas, schedules, and programs with officers. Help guide and train officers so they can successfully carry out their duties. It is often helpful to meet with your officers to review the agenda and any special items before the meeting.
- 3. Build 4-H club spirit by including get-acquainted and team-building activities, committee work, and/or group projects in your meetings. Display the flags and recite the Pledge of Allegiance and 4-H Pledge at the start of every meeting.
- 4. Use parliamentary procedure to conduct effective, efficient, and democratic meetings. Don't forget to start and end on time. Refer to the Parliamentary Procedures Resources of the [Ohio 4-H Officer Resources Page](#).
- 5. Review member behavior expectations and Ohio 4-H Code of Conduct. Use your club meetings to teach respect, sportsmanship, and good citizenship. Use effective discipline strategies to promote positive outcomes and use the problem-solving model to deal with challenging member behaviors.
- 6. Share important information with the membership. Highlight upcoming event dates, deadlines, and opportunities in the club, county, and state from the County 4-H newsletter, calendar, and county and Ohio 4-H websites to stay current. Create your own club newsletter, email list or social media to communicate with club families and members. Contact your county 4-H professional for help in planning and conducting effective club meetings. A variety of "learning the 4-H way" experiences should be included in your 4-H Club's program plan for the year. Here are some activities you and your 4-H club may choose to include.
 - Community service (Service projects are oftentimes a requirement. Check your county's guidelines.)
 - Field trips, tours, guest speakers
 - Public speaking opportunities
 - Social and/or recreational activities
 - Health and/or safety activities
 - Promotion and/or recruitment initiatives
 - Project learning opportunities
 - Team building and/or leadership exercises
 - Skillathons and project judging
 - Quality Assurance, Equine EquiSTEP
 - Fair exhibition
 - 4-H camp
 - Cloverbud camps and events
 - Kick off or end of year events

When Should Your Club Raise Funds?

Your 4-H club may need to raise funds to conduct educational programs and activities. Do not let fundraising get in the way of positive youth development through fun learning experiences.

Use these guidelines and [Ohio 4-H Finances Webpage](#) before starting your club fundraisers:

- Have a specific purpose for raising and using the funds.
- If charging club dues and/or activity fees, list the exact amount in your 4-H club bylaws and include how dues/fees will benefit the membership.
- Contact the county Extension office and discuss your fundraising plans with the county 4-H Extension professional. There may be a specific process for club fundraising approval in your county.

Managing Your Club's Funds

Accurate financial management is critical for 4-H clubs regardless of the amount of money your club raises or spends. Establish a checking account for the 4-H club if you plan to collect money or pay the bills.

Refer to [The Quick Glance Guide](#) is an Ohio 4-H club financial management tip sheet for a snapshot of what you need to know about managing club funds.

Follow these simple steps to open your club's checking account and manage club funds:

1. Open the account in the club's name, not an individual's name using the EIN (employer identification number) obtained by completing the SS-4 form. Do not use a personal social security number instead of obtaining an EIN. This form is to be done online via the IRS website with the assistance of the 4-H Professional.
2. View the [Example of completed SS-4 Form](#) to obtain an EIN.
3. A checking account must have two signers on all accounts. The treasurer and a club volunteer should serve in this role.
4. Send bank statements to a non-check signer. After review, give statements to the treasurer to read at a club meeting and the organizational volunteer to keep with financial records.
5. Approve all expenditures at a club meeting before paying the bill. Keep accurate records and give a treasurer's report at each meeting and record in the meeting minutes.
6. Keep receipts and invoices with financial records.
7. Document all income. File a copy of the receipt of cash and list all checks and cash in the *Treasurer's Handbook*, available on the Ohio 4-H website [Officer Resources](#) page.
8. Audit treasury records and club's account annually and fill in the yearly audit certificate in the back of the *Treasurer's Handbook*. The audit findings should be reported at a club meeting and recorded in the minutes. Use recommended [4-H Club/Affiliate Audit Procedures](#).
9. Spend money raised for intended educational purposes to limit carryover funds. Consult your county Extension professional about appropriate usage of club funds.

10. File an **Ohio 4-H Club/Affiliate Yearly Financial Summary** form and a club inventory list form at the end of each year with your county Extension office.
11. The club checkbook should be retained by a club volunteer outside of the meeting.
12. Contact your county Extension professional and refer to the **Club Disbanding or Dividing or Department Guidelines** document to answer questions regarding dispersal of club funds under situations such as disbanding, dividing, or departing.

Membership in Clubs

How Do You Enroll Your 4-H Club Membership?

Youth must enroll annually. Youth may join a 4-H club anytime, however after a county's enrollment deadline for participation in county level events, such as contests, Junior Fair, State level events and for awards may be limited. Obtain enrollment information and materials from your county Extension office. The 4-H enrollment process may ask the member and his/her parent/guardian to provide the following information:

- Personal and demographic, residence
- Club and projects enrolled
- Offices and/or committees
- Parent/guardian contact
- Photo release
- Code of Conduct

Members who wish to enroll in a county program outside of their county of residence, must request and complete an **Across County Lines 4-H Membership Form**. Members only need to complete this form once unless special circumstances warrant a future request. Talk with Extension professionals in the county of residence and county of request to confirm procedure.

Returning volunteers must also re-enroll each year with the county 4-H program. New 4-H volunteers must complete the multi-step 4-H volunteer selection, screening and orientation process and be accepted as a 4-H volunteer, before being included as part of the 4-H club leadership team. All 4-H volunteers must be rescreened (BCI fingerprint background check) every four years and must attend an annual training to maintain their volunteer status with OSU Extension.

Why Elect Officers for Your 4-H Club?

4-H clubs led by youth provide essential leadership, communication, and decision-making skill development for its members. Members who hold 4-H officer positions are more likely to choose to participate in other leadership roles at school and later in the community as adults. Today's club officers may be tomorrow's township trustees, local mayors, city council members, school board members, fair board members, and other elected or appointed community leaders. You can find more resources and information on electing officers by viewing the [Tip Sheets for 4-H Officer Elections](#):

- Why Are 4-H Club Elections Important? (2020)
- Campaigning for a 4-H Club Officer Position (2020)
- Election of Officers (2021)

Holding a 4-H club office enables members to:

- Enhance leadership skills by learning and performing officer duties.
- Learn and use basic parliamentary procedure to conduct effective meetings.
- Learn how to manage a group's finances and document club's business activities.
- Develop teamwork skills to accomplish common club goals and expand problem-solving and decision-making skills through planning and conducting club meetings and activities.
- Improve communication skills—written and oral—by leading, speaking, sharing, and giving direction to the club.

What Officers Can Your 4-H Membership Elect?

Small clubs may want to elect only the primary officers: president, vice president, secretary, and treasurer. Clubs with a large 4-H membership may choose to elect a full slate of officers (including, health and safety officer, historian, community service, etc.) and even elect assistants for some of the officers. Review [4-H officer duties](#) and responsibilities with the club membership before holding the club's election. Install officers after the election using one of the 4-H officer installation ceremonies.

How Can Committees Help Lead?

Committees provide every 4-H club member the opportunity to help lead and direct club activities. Not everyone can be elected to hold an office or be a committee chairperson, but all members should serve on a committee. Each club will need to determine the committees necessary to carry out their club's goals. Create committees to carry out big club tasks like managing a community service project or club fundraiser, developing the club's recognition program, designing the club's fair booth, or planning an overnight field trip.

Don't Forget to Train Your Officers and Committees

- Check with your county Extension office about 4-H officer training opportunities.
- Meet with your club officers and committee chairpersons to review duties and expectations of holding a 4-H office.
- Actively involve these individuals in developing your club's yearly program plan.
- Visit the [Officer Resources](#) page on the Ohio 4-H website.

What Can You Do To Promote Your 4-H Club?

Regardless of the 4-H promotion and recruitment methods you choose, please review the section, "What You Should Know About the 4-H Emblem" (and refer to the included links on page 6), to understand proper use in your promotional efforts. Clubs completing the Ohio 4-H Club Charter are authorized to use the 4-H name and emblem within the guidelines.

- **Design a 4-H club flyer or use your county's 4-H club recruitment information.** You and/or your members may distribute the flyer(s) in target community locations.
- **Make 4-H club posters.** Have members make posters at a club meeting to promote your 4-H club. Display posters in businesses and community centers after seeking approval from owners and managers.
- **Write 4-H news releases.** You or the club reporter can write news releases for the local newspaper to share information about your club, upcoming meeting times, and more.
- **Develop a 4-H club social media account (closed group).** Many clubs enjoy sharing their 4-H events and activities via a 4-H club website or Facebook. Is there someone in your club who would enjoy developing a website for your 4-H club? Be sure to review the [social media considerations](#).
- **Create 4-H club spirit items.** Following the [Ohio 4-H and National 4-H guidelines](#) for proper use of the 4-H emblem, you and your members may enjoy creating a club logo to use on club shirts, hats, tote bags, banners, and more. Wearing your club's spirit wear at community festivals, at the fair, and at other public places is a great way to get the 4-H image out and into the community.
- **Participate in a county 4-H promotional effort.** Contact your county 4-H Extension professional and ask about potential county 4-H recruitment and promotional programs. Opportunities may include presentations in schools with classrooms and parent groups, feature 4-H news inserts, promotional events at local malls or businesses, talks with civic organizations, PSAs on radio stations, displays at the county fair and many others.

Communicating Your Club's Activities

Sharing with Your 4-H Families

Do not assume 4-H club youth are going to take home information to their parent/guardian and family members. Use one or more of these tips to communicate with your 4-H families:

- Hold parent information meetings to cover essential 4-H information. Be sure to distribute the club's constitution, bylaws, and member expectations/code of conduct to all families and first meeting.
- Encourage adult family members to attend meetings and club activities.
- Send home important dates and information in writing.
- Check with your county 4-H professional about county-specific guides for parents.
- Create a club calendar/schedule and distribute to families.
- Write a club newsletter or information letter and send to families.
- Create a club list to send e-mails or texts to keep families up to date.
- Use a secure social media platform, group messaging app or email to communicate with families.

Sharing Information with Your County Extension Office

Part of your club's success depends upon your ability to get information to and from your county Extension office: club's enrollment, event registrations, fundraising forms, volunteer hours, and other club activities. You have a responsibility to get required information to your county Extension office by the established deadlines. Here are some of the items you should expect to submit:

- Enrollment and re-enrollment forms for members/volunteers
- 4-H event registrations (county, regional, and state events)
- Fair entry forms (local, county and state)
- Volunteer hours
- Club learning experiences (community service, fundraising, quality assurance/EquiSTEP, health and safety programs, etc.)
- **4-H Club Chartering Checklist**
- **Ohio 4-H Club/Affiliate Yearly Financial Summary**
- Document any IRS communication.
- Reports on special club activities (Your county may have additional guidelines for reporting club activities.)

Records Retention

Ohio 4-H collects a great deal of information and data about those involved in the youth program. Some records must be maintained by the county office, while others, such as club financials, can be held only by the volunteer leaders of that entity. Per OSU Extension Business Office policy, county offices are not to handle 4-H club or committee funds. The following retention record timeframe is recommended for committees and clubs as they keep their own records as it will enable them to comply with university policy. In addition, it is good financial practice to keep accurate fiscal records of 4-H club payments and deposits. These records are to be maintained with the Organizational Volunteer.

Series Title	Description	Retention	Disposition	Notes
Banking Records	Including records of deposits, periodic statements of balance, canceled checks (including access to checks imaged under the authority granted in Check21) and reconciliation documentation.	CR+4	Destroy-Secured	
Budget planning	Budget Planning File	ACT+1	Destroy-Secured	Active = while budget is current
Receipts, invoices, packing slips	Records related to payment or receipt of financial obligations	CR+4	Destroy-Secured	
Annual Financial Summary Reports	Consolidated year-end report of financial documentation showing assets and liabilities, broken down by major funding areas	CR+4	Destroy	Review for continuing historical value
Financial Audits, external	External Audits	CR+4	Archival Review	Review for continuing historical value

CR+ (The retention period starts counting from the record creation date.)

Disposition Method Options:

- Destroy-Secured (Contains restricted information. Destroy by shredding (most common), incineration, pulping, or secure electronic destruction)
- Destroy (Contains no restricted information and may be destroyed in trash or recycling bin, or via electronic destruction)
- County Archival Review (Records may have value to county's 4-H history and should be reviewed by local historical society for possible permanent preservation)

Working With Youth

Who is in Your 4-H Club?

Each member in your 4-H club is unique and special, coming to the club with characteristics, needs, and interests reflective of his/her age, project knowledge, skill level, and support network. Your 4-H club may include Cloverbuds and teens, first-timers and veteran members, leaders, and followers. The volunteer's challenge is to create a club environment where all youth are "green and growing." Whether there are just five or more than thirty youth, volunteers are helping each youth to become a competent, caring, contributing, and capable citizen.

Why Do Members Join 4-H?

Whether you were a 4-H member or are brand new to the 4-H program, you will need to be able to answer this question to be a successful 4-H volunteer. Fun, friends, camp, fair, projects, and new experiences are some of the common reasons youth give for why they join 4-H. If you probe a little deeper, members may share answers such as, "to develop leadership skills, to be part of a team, or to make a difference in my community." However, what these reasons have in common is the opportunity for members to grow individually and as part of a group—the 4-H club.

How Do Members Benefit From The 4-H Club?

Your club's ability to meet members' individual and group needs and interests can be the catalyst for member self-motivation, initiative, and creative expression. Research has shown that self-motivation, when coupled with challenge, is an effective way to encourage youth initiative. Many believe developing initiative helps youth solve problems, achieve goals, and overcome life's challenges. Some even consider initiative to be the foundation for leadership, creativity, altruism, and civic engagement. How are your 4-H club experiences helping to shape member's lifestyles, daily decisions, and career choices?

How Can You Support Successful 4-H Members?

- Sharpen your volunteer skills in the developmental needs of youth and learn how age influences your club experiences and members' outcomes.
- Increase [4-H teen participation](#) by creating experiences that meet specific developmental needs.
- Tap your members' potential by encouraging their participation in 4-H's world of [awards and opportunities](#) at the local and state level. Check with your local Extension office for local awards and opportunities.
- Support special-needs members by understanding and meeting their specific programming issues. Refer to "[The Winning Plan](#)".
- Understand the differences in member requirements for Cloverbud and project members to plan meaningful club experiences for both.

Program Criteria

PROGRAM CRITERIA	CLOVERBUDS	PROJECT MEMBERS
What is the age eligibility? (Age determined as of January 1st of the current year.)	Age 5 AND in Kindergarten through 2nd grade	Age 8 AND in 3rd grade or age 9 or above regardless of grade level through December 31 st of the year a youth turns 19.
What is the learning focus?	Activity-centered, short 5-to-15-minute activities on varied topics	Project-centered, time commitment dependent on project selected, club activities challenge and support member project-learning
Who directs the learning process?	Leader-directed	Member self-study, member- and leader-directed
What is the basis for the learning experiences?	Activity manual taught by leaders	Project manual used by members, supplemental resource handbooks, and teaching aids
What animal experiences are possible?	Small animals in a group setting handled by a leader, no large animal experiences allowed	Small and large animals as selected by the member and parent/guardian
What are the evaluation criteria?	Non-competitive, equal recognition, participation	Competitive, achievement, participation
What camping experiences are available?	Day camp and overnight camping experiences with Cloverbud-age members only.	Day camp and multi-night camping experiences, county, regional, and state opportunities.

How Can You Support Youth with Special Needs?

You may have a member(s) in your 4-H club who is differently abled. Regardless of the disability (physical, mental, developmental, etc.), it is imperative to work with the child and his or her parents/guardians to set goals and modify experiences to meet the child's needs. Being sensitive to the concerns of the parent and child is important to help them feel included.

Types of Special Needs

- Physical—Visual or hearing impaired, spinal cord injuries, trauma injuries related to an accident, certain medical conditions or illnesses.
- Mental—Conditions associated with below or above average intellectual functioning.
- Developmental—Learning disabilities and emotional disorders.

Use The Winning 4-H Plan to Ensure a Positive Experience for Youth with Disabilities

- Have parents or guardians share information with your county Extension professional to help the 4-H organization better prepare for the special needs member's participation in project judging, skillathons, camp, fair and other 4-H opportunities.
- Learn about the child and the need. Talk to the parents or guardians and research the special need on the Internet, at the library, or through a local support group to learn how to support them.
- Treat each child as a special child, regardless of special need. Recognize each child's skills, abilities, talents, and needs.
- Recognize positive behaviors and give lots of positive reinforcement. Make expectations realistic.
- Help the total club membership appreciate and understand the disability of its members.
- The Winning 4-H Plan resources and forms can be accessed by contacting your county Extension professional.

Your goal is to provide a positive enriching experience for every 4-H member. Encourage all parents to explain disabilities under health considerations when completing their child's 4-H enrollment in 4-H Online.

You can find more information online about the Winning 4-H Plan at: [Winning 4-H Plan](#)

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Ohio 4-H Charter Checklist

4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.

Please complete this checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. The charter checklist must be reviewed and submitted every year to assure a club's continued compliance with the 4-H Club criteria.

Name of 4-H Club _____ EIN# _____ (9 digits)

Name of Contact Advisor _____

Address of Contact Advisor _____

Criteria – Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
All our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
Our 4-H club has at least five youth members from three different families of which at least three are at least 8 and enrolled in the third grade of age 9 and above regardless of grade level.		
The name of our 4-H club was approved through the County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has reviewed the current constitution with the membership and a current copy is on file with the Extension Office.		
Our club has elected officers.		
Our club agrees to maintain accurate meeting minutes and financial reports.		



Criteria – Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
Our 4-H club plans a series of experiential learning experiences for club members.		
Our 4-H club agrees to follow all national, state and county 4-H policies and procedures.		
Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
Our club agrees to follow national and state 4-H guidelines for fundraising.		
Our club agrees to submit the Ohio 4-H Yearly Financial Summary at the end of each club program year.		
Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our club agrees to obtain its own Tax ID/Employer Identification Number, submit an Ohio 4-H Group Tax Exemption Authorization form and provide the current 4-H club contact name and address to the County Extension Office so that the IRS 990 Filing can be completed by May 15 each year.		
Upon dissolution of this club, we agree to follow Ohio 4-H policies for disbanding, dividing or departing.		
Additional Comments from Club Advisor(s):		
Advisor's Signature/Date		
Reviewer Comments:	<div>Circle One</div> <div> <div>Charter Granted</div> <div>Charter Denied</div> </div>	
Extension Professional's Signature/Date		



Ohio 4-H Youth Development Club Constitution - Template

Article I. Name

The name of the Club shall be _____ 4-H Club (the "Club"). Organized in the County of _____, OH. The Club shall be organized as an unincorporated association.

Article II. Purpose

The Club will work with youth to help them grow into productive, contributing members of society. The Club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs and activities. The Club is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III. Ohio State University Extension Affiliation

The Club agrees to comply with all applicable county and state OSU Extension and Ohio 4-H policies and procedures governing 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club's compliance, such as project completion for exhibition. OSU Extension is authorized to include the Club in a group tax exemption, and the Club will supply all necessary documentation to ensure the Club's inclusion in a group tax exemption.

Article IV. Policies

Any major decisions of the Club must be voted on by 2/3 of those youth enrolled and in good standing unless the Executive committee was authorized to make the decision.

Major decisions include:

1. Amendment of this constitution
2. Financial disbursement from the Club treasury
- 3.

Article V. Membership

Section A. The Club will follow the current Ohio 4-H policy requirements that define eligibility age for membership:

Ohio 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third grade. Any youth age 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. A youth's 4-H eligibility ends December 31 the year they turn 19. Joining Ohio 4 H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.



Section B. The Club may work with Cloverbuds, as well as project members, age 8 and in 3rd grade through age 18 as of January 1st of the current year. If working with Cloverbud members they will be part of the total club, but will have separate activity based learning that is appropriate for their age group.

Section C. To become a member, individuals must complete an enrollment form each year with a parent/guardian signature and agree to abide by the rules defined by the Club, the Ohio 4-H Program and the County 4-H program. Members must make a commitment to follow the values stated in the 4-H Club Member Pledge.

Section D. The Club will enroll at least 5 members from at least 3 families each year. At minimum, three of the five club youth must be at least 8 and enrolled in 3rd grade, or age 9 and above regardless of grade level for Parliamentary Procedures to be followed.

Section F. The Club will meet the standards of usage and protect the 4-H Name & Emblem as set by 4-H National Headquarters.

Article VI. Officers, Elections, and Duties

Section A. The Club will have the following officers: President, Vice President, Secretary, Treasurer, (and the following optional choices of officers) Recreation Leader, Historian, News Reporter, Health Officer, Safety Officer, Environmental Officer and Community Service Leader.

Section B. Officers shall be elected annually.

Section C. Officers shall perform duties as defined in the 4-H officer guides and/or resources. If an officer resigns or can no longer serve as an officer, the Club will select a replacement.

Article VII. Committees

Section A. Executive Committee

The Executive committee will be made up of President, Vice President, Secretary, and Treasurer. This committee shall make any business decisions that must be made prior to the next regular business meeting. The Club members may also delegate decisions to this group.

Section B. Standing Committees

Standing committees are appointed by the Club president and serve as long as needed. Each committee will consist of a chair, and enough members to get the task completed.

Article VIII. Meetings

Section A. The Club will meet a minimum of six times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section B. Members and volunteers must attend a minimum number of 4-H meetings to be considered a "4-H participant in good standing". Be sure to check your county's requirements to understand what the expectations are, which are likely outlined in the Club Bylaws document. Members and volunteers may be granted an excused absence for illness and other reasons. Members and volunteers must contact a volunteer or officer, prior to the meeting and explain why they are unable to attend the meeting.

Article IX. Leadership

The Club shall be under the direction and guidance of adult local club leader(s) who have completed the Ohio 4-H Youth Development volunteer selection process.

Article X. Enrollment and Registrations

Annually, members are required to complete a variety of enrollment registration forms and other paperwork in order to participate in 4-H activities and events such as project judging, fairs, clinics, workshops, camps, and awards. It is each member's responsibility to meet the deadline for completion of these forms. Failure to complete the materials in a timely manner may result in non-participation in the activity.

Article XI. Financial Reporting and Responsibilities

Section A. The Ohio 4-H fiscal year is defined as January 1 through December 31.

Section B. The Club will obtain and maintain its own Tax Payer Identification Number (TIN), also known as Employee Identification Number (EIN).

Section C. The Club Annual Financial Report in the format requested by OSU Extension must be submitted to the County Extension office every year by the date established by OSU Extension.

Section D. An annual IRS 990 filing (Form 990, 990EZ, or 990N, depending on Club revenue) must be completed by May 15 for the previous tax year.

Article XII. Use of Club Revenue

Section 501(c)(3) of the Internal Revenue Code prohibits the Club from paying any net earnings beyond reimbursements for the Club's expenses, to any of its members, directors, or officers. Additionally, Section 501(c)(3) prohibits the Club from participating in or taking sides either in political campaigns or in any effort to pass a specific law. The Club will primarily operate for educational purposes. The above limitations are explained in more detail in the following paragraph.

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II. above. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this constitution the Club shall not carry on any other activities not permitted to be carried on (a) by a corporation or unincorporated association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, or unincorporated association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XIII. Dissolution

Upon dissolution of the Club, any assets shall be distributed to a recognized 4-H club/4-H affiliate or distributed to the Ohio 4-H Youth Development Foundation with the approval of the county 4-H Youth Development Professional as long as such organization is an exempt organization within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose if such organization is not exempt. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

This constitution has been adopted by the members of

_____4-H Club On (date) _____

Signature
Club Organizational Advisor

Print name
Club Organizational Advisor

Signature
Club President

Print name
Club President

4-H Club By-Laws - OPTIONAL - Template

The 4-H Club Constitution is required for every 4-H Club. Though optional, Clubs may create their own set of operational "By-Laws", as long the added rules do not conflict with the Club Constitution.

Include any additional Club rules, guidelines, expectations or policies not listed in the constitution: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trips, etc.

Below are examples of optional articles that could be included in a 4-H Club's By-Laws.

4-H Club By-Laws

Article I. The name of the Club shall be _____ 4-H Club (the "Club"). Organized in the County of _____, OH.

Article II. Meetings

- Meetings held at on the 3rd Wednesday, 7 pm, monthly.
- The re-organization meeting held the third Wednesday in January.
- The annual achievement and awards program held the 3rd Wednesday in October.

Article III. Policies

- The Club will hold a minimum of six meetings annually that include business, social and recreation activities, and hands-on fun learning.
- Members and volunteers must attend a minimum number of 4-H meetings to be considered a "4-H participant in good standing". Be sure to check your county's requirements to understand what the expectations are, which are _____.
- A simple majority of "votes in favor" will pass decisions, except those identified in the constitution as a major decision, which must be voted on by 2/3 of the membership.

Article V. Parliamentary Procedures

- The Club will use basic principles of parliamentary procedures as defined in Roberts Rules of Order.

Article VI. Officers

- Election of officers will occur one month after the re-organization meeting.
- Nominations from the floor will also be permitted.
- The Club will vote on vacancies in any given office.

Article VII. Committees

- Standing committees will be: (1) Awards and Recognition Banquet Committee, (2) Fundraising Committee, (3) Community Service, (4) Constitution and By-laws. (5) Activities Committee.



These By-Laws have been adopted by the members of

_____4-H Club On (date) _____

Signature
Club Organizational Advisor

Print name
Club Organizational Advisor

Signature
Club President

Print name
Club President

Members Present:

Club Disbanding, Dividing and Departing

Sometimes it becomes necessary for 4-H club members, volunteers, or Extension professionals to determine if a club should continue functioning. Unfortunately, these decisions are sometimes emotionally driven and present challenges to those involved. This document outlines the guidance to use regarding the club's name, funds, and materials or property if a club disbands, divides, or if multiple members depart from a club.

Please refer to your club's Yearly Financial Summary, year-end bank statement and Annual Club Inventory to assist the decision-making process of the disbursement of club name, funds, materials and property.

In all circumstances, the county 4-H professional should be made aware of the situation as soon as it is known, so they can be part of plans to resolve the situation. They should also be notified of the outcome.

Key Definitions

1. **Vote:** A vote means 2/3 of the members in good standing from the current club roster determine action steps related to disbanding or dividing. This includes decisions for funds, materials and property.
2. **Disbanding:** The club is dissolving and will not be functioning during the next 4-H club year. All current 4-H members are joining another 4-H club or will not be continuing their membership during the next 4-H club year.
3. **Dividing:** Members vote to create one or more additional clubs. Example: The Lucky Clovers 4-H Club votes to divide to become two clubs: The Lucky Clovers and The Green Team. Part of the members and/or volunteers join one club and part of the members and/or volunteers join the other club.
4. **Departing:** Members and/or volunteers decide to leave the current club to start a new club or join another existing club without mutual agreement. Members and/or volunteers leave on their own, so there is no club vote.

4-H Club Name

1. In instances where the club is **disbanding**, the 4-H club name is no longer in use. If another new group or existing group wants to use the former club's name it is acceptable with local 4-H professional approval.
2. In instances where the club is **dividing**, the club's name stays with the original group. Those who start the new club must identify a new club name which must be approved by the local 4-H professional.
3. In instances where members and/or volunteers are **departing**, the club's name stays with the original club. Members and volunteers leaving the original club have no authority to use the club's name.

4-H Club Funds

1. In instances where the club is **disbanding**, the club's funds must be handled in one of the following ways:
 - a. Members vote to donate funds to another 4-H club or 4-H affiliate, such as the local 4-H Endowment fund or 4-H Advisory Committee.
 - b. If members are continuing in other 4-H clubs, members can vote to divide the treasury with equal shares per member continuing in 4-H going to the new respective club(s) treasury.



- c. If the club disbanded and did not vote on distributing funds prior to disbanding, all club accounts must be closed. Under the direction of the local 4-H professional those funds must be donated, with preference to the local 4-H Advisory Committee. Other 4-H club(s) and affiliate(s) are also acceptable.
- 2. In instances where the club is **dividing**, the club's funds must be handled in one of the following ways:
 - a. Prior to division, the club may vote to divide the treasury with equal shares per member going to the respective new club(s) treasury.
 - b. If the club divided with mutual agreement, but members did not vote on dividing funds prior to the division, all club funds remain with the original club.
- 3. In instances where members and/or volunteers are **departing**, all club funds remain with the original club.

NOTE: Individual 4-H members or volunteers should **NOT** be given money to keep for themselves for any reason, including to resolve a dispute regarding final distribution of funds.

Materials and Property

- 1. In instances where the club is **disbanding**, the club's materials and property can be handled in one of the following ways:
 - a. Members vote to donate materials and property to another 4-H club or 4-H affiliate such as the local 4-H endowment fund or 4-H Advisory Committee.
 - b. If members are continuing in other 4-H clubs, members can vote to divide the materials and property to member(s) continuing in 4-H and turned over to the volunteers of the new respective club(s).
 - c. If the club disbanded and did not vote on distributing property and materials prior to disbanding, then under the direction of the local 4-H professional, those property and materials must be donated with preference to the local 4-H Advisory Committee. Other 4-H club(s) and affiliate(s) are acceptable.
- 2. In instances where the club is **dividing**, the club's materials and property can be handled in one of the following ways:
 - a. Prior to division, the club may vote to divide the club's materials and property, transferring an agreed upon portion of items to the new club(s).
 - b. If the club divided with mutual agreement, but members did not vote on dividing materials and property prior to the division, all club materials and property remain with the original club.
- 3. In instances where members and/or volunteers are **departing**, all club materials and property remain with the original club.

NOTE: At **NO** time shall individual 4-H members, volunteers, or non-4-H organizations be given materials for any reason.

Remember! It is important for members to vote on disbursement of funds, materials and property when clubs are dividing or disbanding. Contact your county 4-H professional for guidance throughout this process.

Program Participant Incident/Injury Report

(If OSU employee is injured, use Employee Accident Report: hr.osu.edu/public/documents/forms/accidentrpt.pdf)

☐ Incident ☐ Injury ☐ Both **Date and Time Occurred** ___/___/___ ; _____ am/pm

Date and Time Reported (If not at time of occurrence.) ___/___/___ ; _____ am/pm

Program Sponsor (County/unit) _____

Where Occurred Indicate name of program and provide specific details about exact location (e.g., OSU Extension office XX county, conference room), and address.

Program _____ Location _____

Address _____ City _____ State _____ ZIP _____

Nature of Incident (Check all that apply.)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Alcohol/Drugs | <input type="checkbox"/> Facility Emergency | <input type="checkbox"/> Intruder | <input type="checkbox"/> Other (Describe) |
| <input type="checkbox"/> Argument | <input type="checkbox"/> Fighting | <input type="checkbox"/> Missing Person | |
| <input type="checkbox"/> Behavior Problem | <input type="checkbox"/> Fire | <input type="checkbox"/> Theft | |
| <input type="checkbox"/> Equipment/Property Damaged | <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Vandalism | |
| | <input type="checkbox"/> Injury/Illness (see p. 2) | <input type="checkbox"/> Weather Related | |

Name of Participant(s) Involved in the Incident/Injury (Add additional pages as needed.)

Name _____

Phone (____) _____ (H, W, C)

Address _____

City _____ State _____ ZIP _____

Birthdate _____ Age _____ Gender ☐ Female ☐ Male

Check One ☐ 4-H Youth ☐ Volunteer ☐ Parent ☐ Visitor

☐ Other _____

Name _____

Phone (____) _____ (H, W, C)

Address _____

City _____ State _____ ZIP _____

Birthdate _____ Age _____ Gender ☐ Female ☐ Male

Check One ☐ 4-H Youth ☐ Volunteer ☐ Parent ☐ Visitor

☐ Other _____

Details of Incident/Injury (Describe in detail - what was/were the participant(s) doing at the time of the incident/injury; what was said/done, by whom to whom, when, how, etc., including loss or damage to property; add additional pages as needed.)

Ohio State University Extension Program Participant Incident/Injury Report



Nature of Suspected Injury or Illness ☐ N/A

(Check all that apply.)

Injury

- ☐ Bite-Animal _____
- ☐ Bite-Human _____
- ☐ Broken Bone _____
- ☐ Concussion _____
- ☐ Cut-requires stitches _____
- ☐ Dental _____
- ☐ Dislocation _____
- ☐ Puncture _____
- ☐ Spinal Injury _____
- ☐ Sprain/Strain _____
- ☐ Other (Describe) _____

Illness

- ☐ Allergic Reaction _____
- ☐ Collapse/Faint _____
- ☐ Diabetic Reaction _____
- ☐ Eye Related _____
- ☐ Heart (angina, arrest) _____
- ☐ Respiratory _____
- ☐ Seizure _____
- ☐ Other (Describe) _____

Care Rendered (Check all that apply.) ☐ N/A

- ☐ Participant gave self-care ☐ Participant left area, no information

- ☐ Referred to health services

- ☐ Attended by (list names):

Staff _____

Volunteer _____

EMT _____

Other _____

- ☐ EMS (ambulance) - Time Called ____:____ am/pm

Time of EMS Arrival ____:____ am/pm and Departure ____:____ am/pm

Describe action taken by staff and/or EMS _____

- ☐ Transported to hospital/clinic -- Time of Departure ____:____ am/pm

Time of Arrival at hospital/clinic ____:____ am/pm

Transportation provided by _____

Name of hospital/clinic _____

Witness(es) (Attach any documentation you have along with contact information of additional witnesses, as needed.)

Name _____

Phone (____) _____ (H, W, C)

Address _____

City _____ State ____ ZIP _____

Age _____ Gender ☐ Female ☐ Male

Check One ☐ 4-H Youth ☐ Volunteer ☐ Parent ☐ Visitor

☐ Other _____

Name _____

Phone (____) _____ (H, W, C)

Address _____

City _____ State ____ ZIP _____

Age _____ Gender ☐ Female ☐ Male

Check One ☐ 4-H Youth ☐ Volunteer ☐ Parent ☐ Visitor

☐ Other _____

Participant Emergency Contact/Parent/Guardian Contacted ☐ No ☐ Yes, as listed below

Name _____ Date/time ____/____/____; _____ am/pm

Name/title/signature of Person Completing This Report

Printed Name

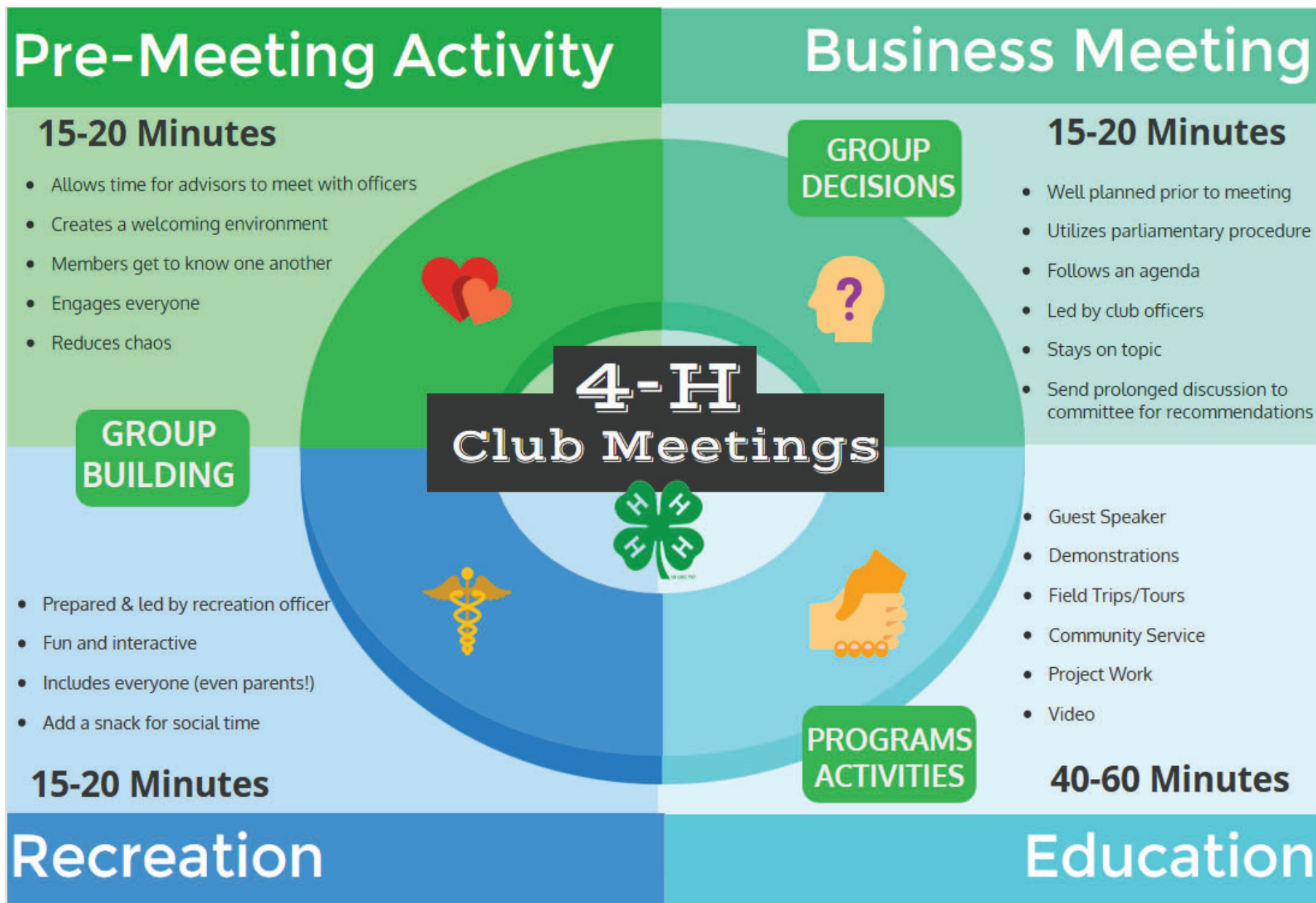
Title

Signature

Date

Action Taken ☐ Documented, No Further Action Needed ☐ Referred to State Office, List who: _____

If the incident is related to child abuse/neglect, please also complete the child abuse and neglect incident report, found at <https://go.osu.edu/reportchildabuse>.



Ohio 4-H Grab & Go Club Meeting Toolkit

Overview

The *Ohio 4-H Grab & Go Club Meeting Toolkit* provides 4-H volunteers and teen leaders with seven (7) club meeting agendas to help plan for the 4-H year. Each agenda is two pages. The first page provides an overview of the topic, a sample agenda and resources to put ideas into action. The second page provides in-depth explanations and specific strategies.

Agenda Title	Pages
#1: Family Meeting Kick-Off	2-3
#2: Icebreakers/Team Building	4-5
#3: Election of Officers	6-7
#4: Public Speaking Activities	8-9
#5: Educational Programs	10-11
#6: Planning Club Fundraisers	12-13
#7: End of Year Review	14-15

Go Virtual

Each agenda highlights how to adapt in-person 4-H activities to a virtual setting. Clubs may discover creative solutions that remain part of their club tradition for years to come. Visit Ohio 4-H's [Stay Connected page](#) for more resources.

Include Cloverbuds

Each agenda highlights strategies for including Cloverbuds in developmentally appropriate, non-competitive club activities. A variety of Cloverbud-specific activity resources are also available on the Ohio 4-H webpage [For Cloverbud Leaders](#).

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Club Meeting Agenda #1

Family Meeting Kick-Off

4-H is grounded in the belief that kids learn best by doing. Meetings and educational events are youth led, interactive and fun! 4-H promotes life skills through hundreds of project areas, community service, leadership and citizenship activities.

4-H PLEDGE

I pledge my **HEAD** to clearer thinking,
my **HEART** to greater loyalty,
my **HANDS** to larger service,
and my **HEALTH** to better living,
for my club, my community,
my country, and my world.



Hosting a family meeting at the beginning of a 4-H program year offers a time for clubs to begin building positive relationships through activities and by communicating important information. Working together, volunteers, members and families can create positive youth development experiences that help youth develop to their fullest potential.

Sample Agenda

Activities led by previous year officers

- Welcome (*Club Volunteers*)
 - Introductions
 - 4-H Fundamentals

Topics could include: "Learn by Doing" philosophy, common lingo, 4-H Pledge, where to find important dates/information, youth opportunities, etc.
- Previous Year in Review –

Revisiting last year's activities to set goals for this year (see Club Meeting Agenda #7 for more information)
- Icebreaker
- Review Club Bylaws/Expectations & Project Requirements
- How to Enroll in 4-H
- Club Goal Setting
- Team Building Activity
- Snacks
- Adjourn the Meeting

Club Meeting Agenda #2 provides suggestions for icebreakers and team building activities.

Resources

- [Ohio 4-H Volunteer Handbook](#)
- [For Cloverbud Leaders](#)
- [Resources for Virtual 4-H Club Activities](#)

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Positive Youth Development

Positive and sustained relationships with adults help youth succeed in reaching their goals and exploring their areas of interest. Strong relationships build confidence, competence, caring, character, connection and contribution.



Resources for Families

- Locate a [county Extension Office website](#)
- [Ohio 4-H Youth Development website](#)
- [4-H Online Enrollment System](#)
- [Ohio 4-H Project Central](#)



Family Meeting Importance

Supportive adults play a key role in the 4-H program. They are vital to member success as they encourage meeting attendance and project completion. It is especially important for new families to understand the foundations of 4-H.



Go Virtual

Club activities can take place with video conferencing services like Zoom. Virtual meetings will likely be shorter than in-person meetings. Many people are “Zoomed out” in 45 minutes or less!

Family meetings offer a time for:

- Building relationships
- Strengthening communication
- Helping families understand 4-H
- Sharing county, state and national resources and opportunities
- Reviewing club bylaws and/or expectations (Examples: must complete a demonstration or participate in community service, fundraising or judging events, etc.)
- Explaining project requirements
- Teaching families how to enroll
- Encouraging members to recruit friends to join 4-H

If internet connectivity is a concern, consider the following:

- Record meetings to share later or use pre-recorded options that can be viewed anytime.
- Encourage members to find a location with free Wi-Fi – libraries and schools are great options!
- Be flexible about how members can meet club requirements.



Include Cloverbuds

- Cloverbud families should participate in the family meeting to learn about 4-H and understand expectations. All members benefit from building relationships and older members often enjoy mentoring opportunities.
- Encourage Cloverbud participation in non-competitive club activities, including reciting pledges together, ordering club t-shirts, working toward club goals, etc.



Stay Connected

Create a plan to communicate during the year.

- Exchange Phone Numbers
- Group Emails or Texts
- Social Media

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Club Meeting Agenda #2

Icebreakers/Team Building

Icebreakers and team building activities add group energy, recreation, relationship building and entertainment to club meetings. These types of activities help build a strong 4-H Club by offering a time for youth to meet each other and work together.



Sample Agenda

Activities led by previous year officers

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreakers/Get to Know You Activities (*Recreation Leader/Club Volunteer*)
- Team Building/STEM Activities (Science, Technology, Engineering and Math)
- Unfinished Business
- New Business
- Announcements
- Snacks
- Adjourn the Meeting

Group Mixer Activities

- [10 Surefire Ways to Divide into Groups](#)
- [10 Creative Ways to Form Groups](#)

Icebreakers/Get to Know You Activities

- [Blue Ribbon Games](#)
- [Group Building Ideas for 4-H Clubs & Group Meetings](#)
- [Youth Group Games](#)
- [Icebreaker Ideas for Virtual 4-H Club Meetings](#)

Team Building Activities

- [Fun Building Challenges: STEM Activities on a Budget](#)
- [28 Awesome Team Building Games and Activities for Kids](#)
- [Top 50 Team Building Games that Your Employees Would Love to Play](#)
- [11 Engaging STEM Activities for Kids that will Foster Curiosity](#)
- [North Dakota 4-H Recreation Games and Activities](#)
- [Virtual Team Building Activities](#)

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Pre-Planning for the Club Year

- Schedule a meeting with all club volunteers to plan the new club year.
 - Set calendar dates for regular club meetings.
 - Discuss the role of each volunteer.
 - Create a plan for club member presentations.
 - Brainstorm educational programs (Review *Club Meeting Agenda #5: Educational Programs* for more information).
 - Discuss club process for ordering books, collecting dues, refreshment schedule, etc.
 - Complete enrollment needed by Extension Office.



Icebreaker Activities

Icebreaker activities provide a time for youth to interact in a fun way, get to know each other and build group spirit.

Icebreakers are designed to be:

- Short in length (10-15 minutes)
- Fun
- Comfortable for all
- Trust building
- Team building
- Problem solving
- Interactive
- Leadership skill enhancing

*New members may be shy or seem uncomfortable with the group. Discuss a plan prior to the first meeting to link older members with new members to make them feel more comfortable.



Club Meeting Planning

- Schedule time prior to each meeting to discuss the agenda with club volunteers and officers.
- Review and implement parliamentary procedures.
- Review meeting agendas to ensure key components are included:
 - Business 15-30 minutes
 - Recreation 15-30 minutes
 - Education 30-60 minutes



Team Building Activities

Team building activities are designed to be fun and challenging while teaching the importance of cooperation and communication.

Situations to foster team building:

- STEM activities
- Committees/Sub-Committees
- Demonstration Teams



Go Virtual

Many in-person activities can be adapted to virtual with outside the box thinking. Check out [Icebreaker Ideas for Virtual 4-H Club Meetings](#) and [Virtual Team Building Activities](#).



Include Cloverbuds

Cloverbuds can be a part of club icebreakers and team building when appropriate. They can also participate in separate activities to build self-esteem and foster social interaction. [Ohio 4-H Clover Cubes](#) is a fun resource to use.

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Club Meeting Agenda #3

Election of Officers

Club officer elections encourage youth to be active in leadership roles. Officers are important in helping guide club decisions, activities and opportunities.



Sample Agenda

Activities led by previous year officers

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreakers (*Recreation Leader*)
- Election of New Officers (*President*)
 - Create a Slate of Candidates
 - Campaign Speeches
 - Secret Ballot Vote
 - Announcement of Elected Officers
 - Installation of Officers
- Unfinished Business
- New Business
- Announcements
- Snacks
- Adjourn the Meeting

Ohio 4-H Officer Resources

<https://www.ohio4h.org/officerresources>

- Why Are 4-H Club Elections Important?*
- Campaigning for a 4-H Club Officer Position*
- What Does It Take to Be a 4-H Club Officer? Series*
- Officer Record Books and Resource Guides
- Showing Respect for the American & 4-H Flags
- 4-H and Social Media
- Parliamentary Procedure Resources

**New resources created in 2020*

Parliamentary Procedure Resources

- [Parliamentary Procedure, Ohio Fact Sheet](#)
- [Quick and Easy Guide to Parliamentary Procedure](#)

Election of Officers Resources

- [Selecting 4-H Club Officers and Committee Members](#)

Installation of Officers Resources

- [Traditional Installation Examples](#)
- [Fun Ways to Install Officers](#)

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4-H club elections can be held in many ways. They can be virtual!

Many factors can help determine the best way to hold an election:

- Club Size
- Experience of Previous Elected Officers



Secret Ballot Vote

Voting should take place through secret ballot with members. Sample methods:

- Write the name of their candidate choice on a slip of paper
- Heads down, eyes closed, raised hand when candidate name is called

One by one, each office is elected by majority vote. Volunteers and parents can count and collect ballots.



Creating a Slate of Officers

Planning will help volunteers and club members create a slate of officers. This process can be completed prior to the election meeting, at a previous meeting or via email. Decide prior to the meeting if any specific guidelines (member age, years in club, etc.) will restrict member involvement.

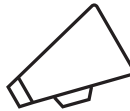
- Introduce all club youth to the responsibilities of each officer position. Depending on size, clubs may decide to add additional positions or combine roles.
- Nominations for officer positions can be made verbally or in writing.
- Create a list of all nominees for each officer position.



Go Virtual

Consider these methods for voting:

- [Chat Box message to a volunteer](#)
- [Creating Poll Questions](#)



Announcement of Elected Officers

Announce elected officers during the election. Nominees not elected could have the opportunity to run for other offices. Between each vote, candidates can campaign for the next office.



Installation of Officers

Hold a ceremony for the newly elected officers. This will assist in transitioning the new officers into their positions.



Officer Campaigns

Offer nominees the opportunity to campaign so that club members get to know them, understand their strengths and learn their vision for the club. It also gives nominees the opportunity to practice public speaking skills.

Candidates can deliver speeches during club meetings or create videos, posters, slides, stickers and flyers.



Officer Training

Well-trained officers help a club run smoothly. Encourage officers to attend county officer training events and/or utilize the [Ohio 4-H Officer Resources](#).



Include Cloverbuds

Teach a lesson from the Citizenship & Civic Education section of [The Big Book of Cloverbud Activities](#).

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Club Meeting Agenda #4

Public Speaking Activities

One of the best ways for 4-H members to learn public speaking skills is by preparing and delivering presentations, including project talks (speeches), illustrated talks and demonstrations.

Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreaker/Get to Know You Activity (*Recreation Leader*)
- Unfinished Business
- New Business
- Public Speaking Activities
(See tips for scheduling on page 9)
- Announcements
- Adjourn the Meeting



What's the Difference?

Project Talk

The member **speaks** about what they have done or learned.

Illustrated Talk

The member **explains** a topic using visual aids.

Demonstration

The member **shows** how to do something using props to share the specific steps.

Public Speaking Resources

- [Demonstrations for 4-H Members](#)
- [Is it a Project Talk, Illustrated Talk or Demonstration?](#)

Virtual Resources

- [How do I share photos or videos to a Facebook group?](#)
- [Share Folders in Google Drive](#)
- [Flipgrid – Getting Started: Educators](#)
- [How to Upload Your 4-H Demonstration to YouTube](#)
- [Zoom Help – Sharing your screen, content, or second camera](#)

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Consider Requiring Public Speaking in Your Club

- Each Ohio 4-H project book requires youth to complete Learning Activities/Experiences related to the project – doing a presentation is a great way to do so!
- 4-H members gain knowledge from peers and practice listening skills. They might also learn about project opportunities they have not considered in the past.
- Club presentations help youth prepare for project judging and county and state speaking contests.
- Be aware that members might be nervous – provide them with encouragement and support!



Scheduling Presentations

- Be flexible when including presentations in the agenda. They can take place at any point in the meeting to add variety!
- Smaller clubs may decide to have all members complete requirements at one meeting.
- Larger clubs may only want a few presentations at a meeting to keep members engaged. Encourage more experienced speakers to go earlier in the year so less experienced members can learn from them.
- Do not assume that youth know how to plan and deliver presentations. Provide them with the *Public Speaking Resources* linked on page 8.



Go Virtual

Traditionally, 4-H presentations are delivered in-person at club meetings. Virtual presentations add a new twist and give youth a unique opportunity to practice technology skills.

- Presentations can take place in real-time during a Zoom meeting. Youth can share their project space at home – whether it is a sewing room, kitchen, workshop or barn!
- Youth can also pre-record presentations. These videos will likely be too large to send in a text or e-mail. Instruct members to upload them to a club Facebook group, Google Drive Folder, Flipgrid Group or YouTube so that all members can access. View videos before the meeting or share them live on Zoom. Presenters can field questions during the meeting. Review *Virtual Resources* linked on page 8 for help.
- Members may have other ideas for completing virtual presentations – let them take the lead!



Include Cloverbuds

- Cloverbud members can observe 4-H member presentations.
- Cloverbuds can give individual or group presentations on a topic of choice, about meeting activities, or by reciting the Pledge of Allegiance or 4-H Pledge.
- Utilize Ohio 4-H's [Cloverbud Choose & Tell Cards](#) for topic ideas.

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Club Meeting Agenda #5 Educational Programs

An educational program can be part of a regular club meeting, or it can be a standalone special event. According to the club meeting wheel, one half of club activities each year should be focused on member learning.

Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Unfinished Business
- New Business
- Educational Program
- Announcements
- Adjourn the Meeting

Planning Resources

- [Ohio 4-H Volunteer Handbook - page 20-21, 30-32](#)
- [Ohio 4-H President's Resource Guide, Working with Committees & Planning Activities – pages 9-11](#)
- [Ohio 4-H Community Service Officer's Resource Guide](#)

Virtual Program Resources

- [Activities to Keep Every 4-Her Busy](#)
- [Community Service Projects During Social Distancing](#)
- [Zoom Help – Sharing your screen, content, or second camera](#)



Educational Programs

- Community Service
- Guest Speakers
- Project Work
- Public Speaking Activities
- Show & Tell
- Special Programs
- Tours
- Videos

Club Meeting Agenda #4 provides suggestions for incorporating public speaking activities.

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Incorporate Education in Your Club

- Members should help select and plan events for the club. Assign tasks to an officer or committee to make sure youth have a role.
- Each Ohio 4-H project book requires youth to complete Learning Activities/Experiences related to the project – adding educational programs can help complete this task.



Go Virtual

Virtual programs can put a variety of new experiences at members' fingertips because geography is not a factor.

- Tours or guest speakers can take place with technology. Members can visit locations in their community or "travel" beyond county borders.
- Programs can take place in real-time or by sharing a recording in a Zoom meeting. Members can also watch videos in advance, then discuss what they learned during a meeting.
- Do a web search for "virtual tours" or "virtual field trips" and quickly uncover a variety of opportunities.
- Members can participate in mock project judging with club volunteers or older youth as interviewers. Check books, posters and other requirements like an in-person meeting. Ask questions to help youth practice interview skills. Be sure to provide specific constructive feedback.



Hands to Larger Service

- Community service projects teach empathy and generosity, as well as leadership skills. Page 3 of the [Ohio 4-H Community Service Officer's Resource Guide](#) can help generate ideas.
- Many ideas can be adapted to conduct a "low touch" or "no touch" community service project.
 - Members can create items independently, or together during a Zoom meeting. They can mail directly or drop off to a club volunteer for delivery.
- Members can participate in virtual visits and record video greetings for shut ins, essential workers and anyone else who could use encouragement.
- Review [Community Service Projects During Social Distancing](#).



Include Cloverbuds

- Allow Cloverbud members to participate in tours and watch guest speakers. Be aware of how program content or safety measures might need to change as a result.
- Cloverbuds can participate in Show & Tell interviews with volunteers and older club members. All youth will benefit from helping Cloverbuds develop interview skills.
- Cloverbuds can help with club community service projects.

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Club Meeting Agenda #6

Planning Club Fundraisers

Many 4-H clubs choose to hold one or more fundraisers each year – but they are not required. Fundraisers should be conducted with a specific purpose in mind.

Members should be involved in the process from start to finish. Some clubs may decide to have a fundraising committee. Youth should conduct the fundraiser and evaluate the project's success.

Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreaker/Get to Know You Activity (*Recreation Leader*)
- Unfinished Business
- New Business
- Planning Club Fundraiser(s)
- Announcements
- Adjourn the Meeting

IMPORTANT!

- **Be sure the club follows all 4-H financial guidelines.**
- **Accurate recordkeeping is essential – be sure to save ALL receipts, deposit slips and other documentation!**

Resources

- [Ohio 4-H Finances](#)
- [OSU Fundraising Policy: NO Raffles, Bingo, Games of Chance](#)
- [Ohio 4-H Volunteer Handbook – pages 22, 31](#)
- [Ohio 4-H Treasurer's Resource Guide](#)



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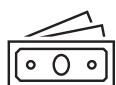


Determining Club Expenses

- Members should discuss how much money the club needs to meet its goals. This is a great opportunity to help members understand a budget. Ask: “Why are we raising money?”
- If many club activities are virtual, expenses might be reduced.
- Clubs should have minimum carry over from year to year – youth who raise funds should have the opportunity to spend them.

Expenses might include:

- Club t-shirts
- Project expenses
- Educational programs
- Scholarships for camp or other programs
- Year end/recognition programs



Deciding How to Raise Funds

- Consider what families can contribute in terms of money, time and resources to fund club projects. Every club is different.
- Be sure that the club votes on the fundraiser(s) and approval is reflected in club minutes.
- Discussions can take place at in-person or virtual meetings.

Methods to fundraise:

- Conduct a fundraising event
- Collect club dues/activity fees
- Ask for donations – money, gift cards, supplies, etc.



Follow State and County Guidelines

- Proper management of fundraisers and club resources is important. Fundraising efforts impact the reputation of the club and the entire 4-H community. Be aware that other 4-H clubs, committees and Junior Fair projects also ask for support.
- A county 4-H professional can help locate and explain Ohio 4-H fundraising and logo use guidelines.
- Some counties require club fundraiser approval by a county 4-H professional. Even if it is not a requirement, discuss fundraising plans with Extension staff.



Go Virtual or “Low Touch”

Money collection and product distribution must be planned.

- Orders should be prepaid. Mailing payments reduces money handling.
- Consider pick up/delivery options:
 - Stagger pick up, placing items directly in the customer’s vehicle
 - Contactless porch delivery
 - Direct delivery from the company



Include Cloverbuds

- Cloverbuds can help with age-appropriate, well-supervised fundraisers if they do not compete for rewards. When they participate, proceeds should also benefit Cloverbud members and activities.
- Utilize the Click It, Print It, Do It Activity [Giving, Spending, Saving](#) to teach money management skills.

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Club Meeting Agenda #7

End of Year Review

As clubs near the end of the 4-H year, it is best practice to evaluate the club successes and determine areas for improvement. Take time to ask club members and families some important questions to help guide club planning for the upcoming year.

Suggested Activities

- Member Recognition
- Sharing Club and Member Highlights
- Year in Review
- Preplanning for next year – brainstorm fundraising and educational programs

Year in Review Questions

- What worked well for the club?
- What did not work well? Could it be changed to work better?
- What goals does the club have for next year? Do members want to try anything new?
- Were meetings effective?
- Did activities offer youth leadership growth?

Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Unfinished Business
- New Business
- Member Recognition
- Recreation/Team Building Activity
- Year in Review Questions
- Announcements
- Snacks
- Adjourn the Meeting

Recognition Resources

- [Shop 4-H - Certificates, Pins, Apparel and More](#)
- [Create Certificates to Use Virtually or In-Person](#)

Club Reflection Resources

- [Club Self-Assessments](#)
- [Great Questions for the Team to Reflect on the Past Year](#)

Member Record Keeping Resources

- [My 4-H Record Book](#)

Virtual Resources

- [Zoom Help – Sharing your screen, content, or second camera](#)

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4-H club recognition can be completed in many ways.

Many factors can help determine the best way to recognize youth:

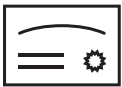
- Club size
- In-person or virtual meeting
- Club funds and resources



Recognition Planning

Plan early for youth recognition. Capture important moments, learning experiences and youth personal accomplishments throughout the year.

- Take photos
- Take notes to remember milestones



Recognition Ceremony

Youth recognition ceremonies can be formal or informal. Be creative and fit the individual club style and needs. Consider inviting guest speakers (4-H professional, county teen leaders, local government officials, etc.) to make the event more meaningful. Awards can be specific to the goals and service the club has completed during the year.

Ideas for recognition:

- County Awards
 - Project accomplishments
 - Junior Fair exhibition awards
 - Member years complete
- Club Awards
 - Graduating members
 - Perfect attendance
 - Community service awards
 - Leadership awards



Year in Review

- Schedule time for reflection to help the club build a strong foundation, set goals and track progress.
- Select a process to answer the *Year in Review Questions* on page 14 (or select other questions) so that every member has a voice. Examples:
 - Youth record their own ideas to submit anonymously or take turns reading aloud.
 - Youth meet in small groups to discuss questions before sharing with the entire club.
- Revisit this discussion at the beginning of the next year.



Go Virtual

Announce award winners, share photographs, celebrate club accomplishments and encourage members to reflect.



Show Gratitude

It is important to show thanks to members, families and volunteers. Club success is built on teamwork, communication and the drive towards the common goal of youth development.



Include Cloverbuds

- Recognize Cloverbud participation and member years complete.
- Hold a graduation ceremony for last year Cloverbuds who will be project members next year.
- Encourage Cloverbuds to share their favorite activities from the year.

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4-H Club Yearly Meetings at a Glance Worksheet

Meeting #	Date/Time	Location	Greeter/ Welcome Activity	Business	Program	Recreation	Refreshments
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Activities you may want to include: Committee Work Guest Speaker Health & Safety Talks			Family Activity Community Service Fund Raising Projects		Demonstrations Project Work Group Project Recognition/ Induction Ceremony		

Written by Carolyn Wilson, OSU Extension, former Guernsey County 4-H Educator



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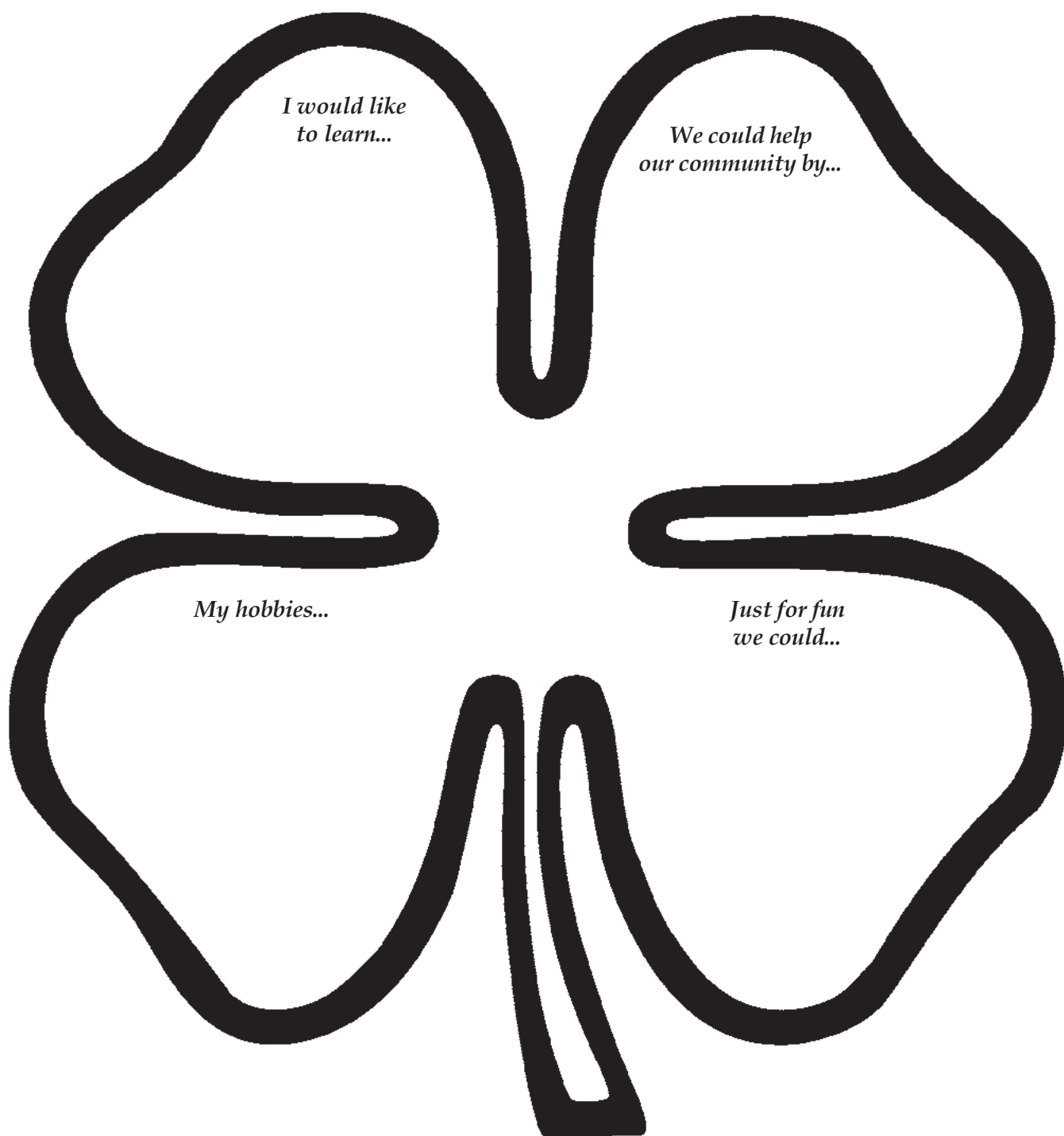
Design Your Own Clover!

*I would like
to learn...*

*We could help
our community by...*

My hobbies...

*Just for fun
we could...*



How To Design Your Own Clover – Instructions

4-H is for you—what you want to do in 4-H determines what you do. The things your club decides to do should be the things the members of your club want to do.

Design your clover now. I would like to learn...

1. List here the things YOU want to learn.

2. We could help our community by...

What do you think your community needs? What are some things you think your club could do? List them. If you think you could help by making a survey to see what other people think...write it here.

3. My hobbies...

What are your hobbies? What do you like to do? It is possible that someone in your group would like to learn your hobby, or would you like to learn about someone else's hobby? This will give you a chance to discuss learning from each other.

4. Just for fun we could...

Every 4-H club needs activities “just for fun.” What suggestions do you have for this club?

Information Sheet 701 (POD-02-19)

Prepared by the MSU Extension 4-H Youth Development Department.



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Extension Service of Mississippi State University, cooperating with U.S. Department of Agriculture. Published in furtherance of Acts of Congress, May 8 and June 30, 1914. GARY B. JACKSON, Director

4-H Membership Across County Lines

POLICY

Youth are expected to affiliate with the 4-H program in their county of residence. However, in some circumstances, it is appropriate for a youth to participate in a county other than their county of residence. This can be done with the approval of the 4-H professionals in both the county of residence and the county of request. Once granted, the permission for membership across county lines shall be permanent and stable for the duration of the youth's 4-H membership. If the youth's circumstances change (e.g., residence, school, or custody), the cross county lines membership can be reevaluated. This privilege is extended only to those youth who maintain membership in good standing. In order for a request to be considered, there must be a fully-funded 4-H program in both counties. If county financial support for Ohio State University Extension ceases to exist, 4-H membership status already established in that county will end on the date the funding ends (established by Extension Administration). 4-H membership of youth, residing in a county that has lost funding, who have pre-established cross-county line 4-H membership agreements in place will be permitted to continue participation in their non-resident county through December 31 of that 4-H membership year.

PROCEDURES

Ohio State University Extension administers the Ohio 4-H Youth Development program. Our mission is to enable youth to reach their full potential as capable, competent, caring, and contributing citizens. Each county in Ohio conducts the 4-H Youth Development program to accomplish this mission. In order to affirm Ohio State University Extension's position concerning 4-H cross county lines (and/or cross state lines) membership, the following philosophy and process statements are provided:

1. 4-H membership in two counties (and/or two states) is not permitted.
2. Cross state lines membership has the same considerations as cross county lines membership.
3. When the county of residence does not have a 4-H program (due to financial or other reasons), youth may not join 4-H in another county. Previously approved cross county lines or cross state lines memberships are revoked.
4. In situations where membership in a county other than the county of residence is desired, the 4-H professionals in both counties must be in agreement regarding the application. The agreement, based on their professional judgment in accord with the mission, does not supersede item 3 above.
5. Consideration for membership may not be motivated by perceived competitive or sale advantage in another county, any change due to controversial issues, or other similar motivations.
6. Should families own residences in more than one county, the county of residence is determined by the public school system in which the youth would be enrolled, regardless of actual attendance.
7. Parents, guardians, and youth should become familiar with all policies, procedures, and guidelines for the county in which membership is requested. Some Ohio counties limit participation in the county junior fair to those who reside in the county.
8. Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements, should be brought to the attention of the Ohio 4-H Youth Development assistant director or associate state leader to identify a course of action in these special situations.
9. The decision to allow or deny cross county lines membership is made by the county 4-H professionals in the county of request and the county of residence, and is fully supported by the state organization.

p. 1 of 2, plus request form



Why Request 4-H Membership in Another County?

Youth are expected to affiliate with the 4-H program in their county of residence. OSU Extension programs are typically supported at the local level by taxes, so it makes good sense that a child participate in the county program supported with taxes from parents or guardians. However, there are circumstances in which membership in a county other than where one lives is a practical and reasonable request. The request for cross county membership must be made 30 days prior to the 4-H membership enrollment deadline of the county being requested.

Common situations or conditions **acceptable** for asking such a transfer of membership include:

- The school district in which the child attends is located across two counties. The child's school friends may therefore be members in a county other than where the child resides.
- The county of residence does not offer the specific 4-H program being sought, such as shooting sports. In such cases, a youth can request membership across the county lines to participate in a program not available in the county of residence.
- The parents of a child are legally separated or no longer married to each other and live in two different counties. A request for membership in the county in which the 4-H project work will be completed is reasonable. Parents may be asked to provide court documentation which verifies custody agreements.

Reasons that are **not acceptable** for granting a transfer of membership include:

- The Junior Fair Livestock auction prices are typically higher in the other county.
- The parents or guardians of the 4-H members were members of the club in the other county so it is hoped the youth can have membership offering the same family legacy.
- The camp or county fair schedule in the other county better fits the family's vacation plans.
- The county fair schedule in the other county better fits the youth's school schedule.
- If animal projects are involved, the animal is housed on someone else's property in the other county. If this is the case, the 4-H member is encouraged to select an entirely different project. 4-H membership is based on the residence of the child, not the residence of the animal.
- The 4-H member is banned or suspended in the county of residence. Suspended membership is suspension of Ohio 4-H membership, and thus the suspended member is not eligible to transfer membership to another county.

How to Request Cross County Lines Membership

Parents seeking 4-H membership for their child in a county in which they do not reside should complete the ***Request for 4-H Membership Across County Lines*** form. It must be submitted to the county Extension 4-H professional in the county of request no later than 30 days prior to their 4-H membership enrollment deadline. That professional then contacts the 4-H professional in the county of residence, discusses the request, and makes a final decision. Please allow 30 days from submission for final notification.

February 2022

Request for 4-H Membership Across County Lines

This form must be completed by each youth requesting 4-H membership in a county other than their primary residence. The policy and procedures are found in **4-H Membership Across County Lines**. Permission for 4-H membership across county lines should not be assumed. Responses to requests come from the county of request 30 days after submission. Please follow these steps:

1. Provide all requested information on this form. Do not leave anything blank.
2. Take the completed request form to the county OSU Extension office in which 4-H membership is being sought (the "county of request"). The request must be made 30 days prior to the county of request's 4-H membership enrollment deadline.
3. The 4-H professionals in the county of request AND in the county of residence will discuss your request and make a determination. Their decision is final and not subject to appeal.
4. The 4-H professional in the county of request will provide written notification to you regarding the joint decision of the 4-H professionals in both counties.

County of Request _____ County of Residence _____

Will market animals, other livestock, horses, or dogs be taken as 4-H projects? (circle one) ☐ YES ☐ NO

Which project(s) are being taken? _____

Why are you seeking 4-H membership outside of your county of residence?

Name of club you would like to join _____

Member's name _____ Date of birth ____/____/____ Age (as of Jan. 1) _____

Address _____ Phone Number _____

Email Address _____

School District _____ Current Grade in School _____

Have you been or are you a current 4-H member?(check one) ☐ NO ☐ YES List county(ies) _____

Total years in 4-H _____ Projects taken _____

If accepted for cross-county lines membership, we understand it is our responsibility as a 4-H family to review and understand all 4-H rules, policies, and guidelines of the county we wish to join and to ask questions when we do not understand.

Youth name (print) _____ Youth signature _____

Parent/Guardian name (print) _____ Parent/Guardian Signature _____

Date of request _____

For Office Use Only: Date received _____

4-H Professional in County of Residence _____ Date _____

4-H Professional in County of Request _____ Date _____

☐ Not Approved ☐ Approved *Conditions and restrictions:*

Date notification sent _____



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OHIO 4-H MEMBERSHIP

Revised October 2022

4-H is the youth development initiative of Ohio State University Extension (OSUE) and is open to all youth in Ohio.

Membership Eligibility Policy

(Approved by State 4-H Internal Advisory Committee on July 11, 2017)

Ohio 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten as of January 1. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third grade as of January 1. Any youth age 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. A youth's 4-H eligibility ends December 31 the year they turn 19. Participating in Ohio 4-H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.

Youth may enroll in 4-H at any time, but must enroll by the county's enrollment deadline to be eligible for the full range of 4-H opportunities, including but not limited to participation in county and state fairs. 4-H clubs and other types of 4-H programs may begin any time throughout the year.

Local 4-H clubs and groups may establish (in their constitutions) dates by which youth must be enrolled in order to participate in their group. In addition, County Extension 4-H Programs may establish reasonable deadlines by which members must be enrolled and enrollment forms turned in to the county Extension Office in order for members to participate in specified activities (such as project evaluation, fair, and awards).

The following are types of 4-H delivery modes in which an individual may participate in 4-H. All delivery methods may not be available in each county.

1. **4-H Community Club Program** – An organized group of at least five youth members from three different families. Because Ohio 4-H follows Parliamentary Procedures for voting, three of the five members must be at least age 8 and enrolled in the 3rd grade, or age 9 or above regardless of grade level. This club is led by an adult volunteer who has completed the OSUE volunteer selection process, with a planned program that is carried on throughout all or most of the year. 4-H Clubs may meet in a variety of locations and have elected officers and a set of rules approved by the membership to govern the club. 4-H club programs include business meetings; educational experiences in 4-H projects and leadership, citizenship and workforce preparation activities; and social experiences to enhance the cognitive, emotional, social, and physical development of youth. Project learning is conducted in a variety of subject matter areas and on a self-study basis or in project groups where instruction is provided to either direct or supplement the project experience. Additionally, members must attend a minimum number of 4-H meetings to be considered a "4-H member in good standing". County Extension Offices shall determine what the minimum number of meeting expectations are.



2. **4-H Cloverbud Club Program** – Ohio youth, age 5 and in kindergarten until they reach age 8 and third grade may enroll in the Ohio 4-H Cloverbud Program. The primary goal of the Cloverbud program is to promote children's healthy development—mentally, physically, socially, and emotionally. The Cloverbud program provides an excellent opportunity for every child to reach his or her highest potential because early life experiences, even subtle ones, affect future development. The Cloverbud program is developmentally-age appropriate, therefore it is: fun and positive, leader-directed, activity-based, noncompetitive, success-oriented, and group-centered. Refer to the 4-H Cloverbud Program Foundations for Extension 4-H policies relative to the 4-H Cloverbud program. The Cloverbud Program may be a group within a 4-H Community Club, or conducted as a countywide program. If part of a 4-H Community Club, Cloverbuds may only count for no more than two of the five minimum number of required members.
3. **4-H SPIN (Special Interest) Club Program** –A 4-H SPIN Club is a special interest club where five (5) or more youth, from at least 3 different families, learn about a specific topic of interest. Youth, ages 5-18 may join a SPIN club and participate in a minimum series of six (6) hands-on learning experiences to gain knowledge and skills. All 4-H SPIN Clubs are led by Extension personnel or an approved volunteer.
4. **4-H Camping Program** – Ohio 4-H camps are Extension planned intentionally designed, creative experiential learning endeavors in which participants engage with each other, older teens, and adult staff in order for youth to develop decision-making skills, accept personal responsibility, and have a sense of self determination in a carefully supervised and supportive environment which typically incorporates aspects of the natural surroundings. Ohio 4-H camp programs involve camp counselor selection, training, planning, and evaluation. Participation is not restricted to members of organized 4-H clubs, and youth may attend resident camps, multi-day camps, and single day camps.
5. **4-H School or Community Programming** –These involve series of experiential learning activities that are delivered in partnership with a school or other educational entity. This may involve school enrichment in classrooms during the regularly scheduled school day to enrich the educational curriculum or after school programs offered to youth outside school hours.
6. **4-H Participants** – Youth attend a one-time Extension-based program such as a workshop, clinic, or seminar. This is particularly true for youth participating in one-time programs that are organized and resourced by Extension personnel.

Membership If County Financial Support Ceases – Round II

“If county financial support for Ohio State University Extension ceases to exist, 4-H membership status already established in that county will end on the date the funding ends (established by Extension Administration). 4-H membership of youth, residing in a county that has lost funding, who have pre-established cross-county line 4-H membership agreements in place will be permitted to continue participation in their non-resident county through December 31 of that 4-H membership year.”

Proposed by: Becky Barker, Rob Leeds, Larry Hall, Laryssa Hook and Tom Archer 3-19-2009;
Recommended by Assistant Directors – Regional Directors Meeting, 4-8-2009; Tom Archer, Don Breece, Jill Nolan, John Conglose, Jack Kerrigan, Bev Kelbaugh, & Stephen Wright; Also present: Ken Martin & Bob Furbee

Originally Approved Policy of 3-11-2009:

“When county financial support for Ohio State University Extension ceases to exist in mid 4-H year, 4-H membership status already established in that county will be permitted to continue through December 31 of that 4-H membership year. This includes 4-H membership of youth who reside and are 4-H members in that county AND any cross-county line 4-H membership agreements currently in place.”

Recommended by Assistant Directors – Regional Directors Meeting, 3-11-2009; Tom Archer, Don Breece, Jill Nolan, John Conglose, Jack Kerrigan, Bev Kelbaugh, & Stephen Wright; Also present: Ken Martin, Tom Worley, & Bob Furbee

Transfer of 4-H Membership

(Approved 12/93, Revised 2019)

A youth who wishes to transfer membership in 4-H from one county to another (including across state lines) must:

1. Initiate a request and discuss the situation with the 4-H Youth Development professional in their current county of residence.
2. A transfer will be considered for the following reasons:
 - a. A change in the child's families' permanent residence; from current county to a second county identified by the 4-H member
 - b. Through a legal and/or court decision such as in parental custodial situations or adoption/guardian proceedings that requires a change in residence
3. The 4-H professionals in the current place of residence will take the leadership to discuss the situation with the 4-H professionals in the county that the individual wishes to transfer to.
4. This policy refers to transfer of 4-H membership only. Any participation in activities, events, etc. would fall under the timetables and deadlines as established in the county of transfer.
5. Consideration for a membership transfer should be given only in situations where a positive educational experience will result that would otherwise not be possible. Any transfer motivated by perceived competitive or sale advantage, any transfer due to controversial issues, or similar motivations will not be seen as justified reasons for transfer consideration and should be automatically rejected by the 4-H professionals involved.

Note: In the case of a family owning residences in two or more counties, the permanent residence county will be determined by the public-school system in which the 4-H member would be enrolled.

Winning 4-H Plan Request Form

An Accommodation Plan for 4-H Participants with Disabilities

The Winning 4-H Plan (W4HP) assists Extension professionals and volunteers by providing resources to aid them in developing accommodation plans to meet the needs of Ohio 4-H youth with disabilities. As a part of The Ohio State University, Ohio 4-H must make all aspects of 4-H, including programming, projects, facilities, and activities, accessible to people with disabilities. Access and inclusion are created with a combination of accessible programming, events, interactions, and spaces, with the goal of allowing the individual maximum independence and minimal intervention from others (such as advisors and educators). The learning and experiences that a member gains through 4-H are just as important, if not more important, as a “perfect” final project or a blue ribbon at the fair. Creating access is more than ensuring the member can attend 4-H events and fairs, it includes choosing an appropriate project, holding meetings and activities in accessible spaces, and including all members in all activities.

School vs. 4-H

There may be differences between 4-H accommodations and the accommodations received in secondary schools. Secondary school follows the Individuals with Disabilities Education Act of 2004 (IDEA), which is the nation’s special education law. Schools may need to alter requirements and provide accommodations, commonly with an Individual Education Plan (IEP), to ensure that students can be successful. Schools provide evaluation services to diagnose disabilities and identify accommodations.

Ohio 4-H and OSU Extension, as part of The Ohio State University, are required to provide reasonable accommodations and access through Section 504 of the Rehabilitation Act of 1973. This civil rights law prevents discrimination on the basis of having a disability. Any organization receiving federal funding must comply with Section 504. Unlike secondary schools, the family is responsible for seeking services, and an IEP does not directly transfer to 4-H. Although 4-H participants are typically secondary school students, the accommodations process is similar to that of college students. [Students with Disabilities Preparing for Postsecondary Education](#) may help families set expectations for accommodations within 4-H.

Basic Procedures for Creating a Winning 4-H Plan

1. 4-H parent/guardian submits request form to local Extension office. Request forms must be submitted in a time frame that is reasonable to consider the request and implement the approved accommodations. Some requests take longer than others to implement, and it is beneficial to turn the form in as early as possible prior to the event.
2. County 4-H professional reviews request.
3. County 4-H profession meets with 4-H parent/guardian (and member) to discuss the request.
4. Determine reasonable accommodations.
5. County 4-H professionals sends notification of approved accommodations to the parent/guardian.
6. Parent/Guardian communicates approved accommodations with those who need to know (additional details below).
7. The Winning 4-H Plan should be reviewed annually to discuss any changes that may be needed to the accommodation plan.

Ohio 4-H encourages youth to be actively involved, as much as they are able, in the process of communicating about their disability and finding suitable accommodations. Ohio 4-H promotes self-advocacy, which provides the opportunity for youth to represent themselves, their beliefs, and their interests. When 4-H youth advocate for themselves, they have the opportunity to advance their confidence, communication, and leadership skills, which prepares them to be college and career ready.

Once accommodations are approved, the parent/guardian will receive the *Project and Exhibition Accommodations* form. This form is used for the guardian to communicate the approved accommodations to those who need to know, such as advisors, and in other situations such as on camp health forms. It is suggested to attach the form in the inside of project books for judges to reference during interviews. Be sure to remove the form if books are displayed publicly. The 4-H professional will work with others such as fair staff, committees, and judges as necessary to meet the requirements of the approved accommodations, particularly when the accommodation requires facility or procedural changes to a show or event. Be sure to talk with the county 4-H professional if you have questions. Communication is key to successful implementation.

Winning 4-H Plan Request Form

An Accommodation Plan for 4-H Participants with Disabilities

This form must be completed by the child's parent/guardian and submitted to their county 4-H professional. A 4-H professional will contact the parent/guardian to arrange a meeting to discuss the request in more detail.

4-H Participants's Name (first & last) _____

Age (as of 1/1/current year) _____ Birth Date _____ / _____ / _____ Years in 4-H _____

Street Address _____

City _____ State _____ ZIP _____

Parent/Guardian Name (first & last) _____

Phone Number _____ Email _____

Name of 4-H Club or Activity _____

Name of 4-H Volunteer(s) _____

4-H Activity or Project(s) Participant is doing this year:

Describe 4-H Participant's Present Level of Needs and Current Diagnosis:

Accommodations Being Requested to Help Meet 4-H Participant's Needs (include any special procedures the 4-H volunteer(s) or staff would need to know):

(Add additional pages as needed to adequately provide information requested on this form.)

I agree to adhere to the accommodations specified in this W4HP. I (parent/guardian) give permission to share information provided on this form with Extension staff, 4-H volunteers; and Jr. Fair personnel, volunteers and judges. I understand that this information will only be shared and used as necessary to provide assistance to help my child with his/her 4-H project(s) and that additional information may be requested.

Parent/Guardian Signature _____

_____ Date

Updated 10/20/2022

ohio4h.org



Using the 4-H Name and Emblem

The 4-H Youth Development Program is the youth outreach program from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on **Head, Heart, Hands, and Health**. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

What is the 4-H Name & Emblem?

The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is *not* a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.



How Do I Get Permission to Use the 4-H Name and Emblem?

It depends on who you are and for what reason you wish to use the 4-H Name & Emblem: 4-H Club or Program member or volunteer leader? Commercial vendor? Event, activity or program affiliated with 4-H? Private, non-profit organization?

If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from 4-H National Headquarters at the Institute of Food and Agriculture (NIFA), within the United States Department of Agriculture (USDA). If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name & Emblem from 4-H National Headquarters at USDA.

In all private and commercial use of the 4-H Emblem, the statement “18 USC 707” **must** legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of 4-H National Headquarters.

Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than \$5,000 for individuals and \$10,000 for groups, or imprisoned not more than six months, or both.

Did You Know? The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supercedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of the federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.



4-H National Headquarters; 1400 Independence Avenue, S.W.; MS 2225;
Washington, D.C. 20250
www.national4-hheadquarters.gov



The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Using the 4-H Name & Emblem: Graphics Basics

The Official 4-H Emblem

The Official 4-H Emblem is a 4-leaf clover with an H in each leaf, with the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem should take care to ensure that when they use the Emblem, they have done the following:

1. They have obtained the Official 4-H Emblem and are using it in its entirety.
2. They do not “flip” the image to create a framed look. The stem on the 4-H Emblem **must** point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
4. The 4-H Emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document, or for additional information, contact 4-H National Headquarters.



Use the Whole Emblem

The 4-H Emblem should always appear in its entirety - meaning it should always appear as a whole and complete image - the image recognized by millions of people. This means: don't remove any leaves. If you are using a clover image that has an “H” on each leaf, the leaves cannot be removed or have another image superimposed over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you shouldn't “cut off” a leaf by running it off the edge of the paper in print media or other designs.

Don't place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.



Keep it Upright

In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. If you are considering an exception, please contact the 4-H National Headquarters.

Color

The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green, (The H's reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing—Only PMS 347 green may be used for the leaves and “18 USC 707” notice—the H's will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H's may also be printed in metallic gold (PMS 873) on a green background.

Four-color process (full color printing)—In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.



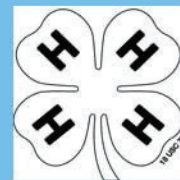
Preferred



Preferred



Accepted



Accepted

Video and Computer Screen Colors (Electronic Media) The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.

Distortion and Proportion

The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider or angled. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact. All standard word processing software applications allow you to scale an image while maintaining its original proportions. Before rescaling the 4-H Emblem, please consult your software manual for proper instructions. Do not make the 4-H Emblem so small that the H's are no longer clearly legible.

Using the 4-H Name

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term "4-H" it must conform as follows:

- Numeral "4" separated from a capital "H" with a hyphen (not a dash, slash or space).
- It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using "Four-H." This language rule, however, is contrary to the regulations set down for use of the 4-H Name & Emblem; if such a situation arises in writings, it is far better to re-word the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.
- Do not use the 4-H Emblem in place of the word "4-H" in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult because some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a web page: careful scrutiny of text after trial printing or posting is advised. If such overrides occur, try rewording your sentence to keep the entire name on the same line or add a small word or space between words to force the separated portions together on the next line.

Using the 4-H Emblem on Collateral Items

The 4-H Emblem can be used for collateral materials such as jewelry or fine art and may be made of metal (e.g. copper, bronze, gold or silver), glass, leather, or wood without conflicting with the color specifications for the 4-H Emblem. Ceramic, plaster, paper, fabric or any materials that are colored or painted must comply with the color specifications and all other guidelines.

Use of the emblem on fabric, whether painted, screen printed, embroidered, appliquéd, or some other technique, must accurately represent the 4-H Emblem in authorized colors and adhere to all other use guidelines.

The 4-H Emblem is not open to reinterpretation or reconfiguration, regardless of its intended use, including the development of materials such as jewelry, sculpture, furniture, signage, crafts, or other fine art.

Using the 4-H Name and Emblem in Animation

Animation of the 4-H Name & Emblem is allowable provided that the animation is in keeping with the guidelines, and that at the end point of the animation (where the animated loop begins to repeat, if in an ongoing loop), the 4-H Name & Emblem appear in a manner that meets all guidelines for its use. Effects that may be used as part of an animation loop include: swivel and rotate, transition and dissolve, fly-by, layer, and posterization.

Animation may also show the 4-H Emblem on a waving flag, on a float that is partially hidden by crowds watching a parade, being placed in a box or behind a curtain, twirling as it “dances,” “separating” as it forms the doors opening to welcome you to the 4-H Program, be partially hidden as it forms the backdrop for a youth speaking about 4-H, slowly come into focus or formation as the 4-H Emblem from an amorphous or other background, or completing itself as the clover leaves are added one by one to form the 4-H Emblem and each “H” is explained. In each of these cases, the 4-H Emblem may be temporarily blocked, in whole or in part, or have its shape altered. The end point of the animation must still comply with the guidelines.

For additional information or guidance related to animation applications for the 4-H Name & Emblem, contact 4-H National Headquarters.

Using the 4-H Name and Emblem in Partnership with Others

The 4-H Name & Emblem may be used in conjunction with the names, emblems, and word marks of other organizations and programs when 4-H is a partner, co-author, sponsor, or supporter or in some other official relationship. When feasible, the nature of the relationship among the organizations or programs should be clearly defined (e.g., in partnership with, sponsored by, etc.), and the 4-H Emblem should be given prominence consistent with its role in the relationship.

The 4-H Emblem should not be used or integrated into a larger design in such a manner that it becomes difficult to recognize or distinguish, or that is not consistent with the graphic guidelines for use of the 4-H Emblem.

To avoid the appearance of endorsement of a program, product, or service, the 4-H Emblem may not be incorporated into a larger design of a program, product, or service that is protected by trademark, service mark, copyright, or other similar laws. It is not acceptable to incorporate the 4-H Emblem into any other organization’s logo or emblem. The authority for determining the proper display and use of the 4-H Emblem rests with 4-H National Headquarters.

Permission to use the 4-H Name & Emblem is not required when the 4-H Name & Emblem is used to link to an official 4-H website in keeping with the policies and guidelines of 4-H National Headquarters.

Downloadable Graphics

The official 4-H Emblem and versions for print and the web are available for download at:

http://www.national4-hheadquarters.gov/emblem/4h_emblems.htm.

Each of the download files contains both black and white, and two-color and three-color versions of the 4-H Emblem in EPS, TIFF and GIF formats, for Mac and PC. The EPS files are especially suited for “Postscript” printers and Mac-based units. In general, TIFF files may be used with any printer type. Test both formats with your software and printer to find which yields the best results.

Making 4-H Name and Emblem Decisions

This document is meant to be a quick reference for using the 4-H Name & Emblem. The 4-H National Headquarters at NIFA, USDA provides further documentation on the official headquarters web site:

<http://www.national4-hheadquarters.gov>.

If your questions are not answered here, please go to the URL above and click on the 4-H Name & Emblem link. Carefully researching the **4-H Name & Emblem section of the 4-H National Headquarters website** should answer your questions. If you need more information or clarification contact National 4-H Headquarters for help at 4HNE@nifa.usda.gov.

Portions of the content and graphics used in this document were taken from “4-H Emblem Use and Graphic Standards,” <http://4h.ifas.ufl.edu/newsandinfo/ClipArt/4hemblem.htm>, Ami Nieberger-Miller, University of Florida, Gainesville, FL. Special thanks: Laura Stone and Dallas Woodrum, N4-HYTLT, for publication design, and to the 4-H Name & Emblem Working Group.

The 4-H Name & Emblem is protected under “18 USC 707.”

Ohio 4-H Name and Emblem Request Form

The 4-H Name and Emblem is a federal trademark protected by 18 USC 707. Regardless of who the authorizing entity is; all federal regulations need to be followed.

- Commercial vendors, private organizations and 4-H Clubs/Affiliates using the 4-H Name & Emblem for fundraising, sale of product(s), or other promotional use that will include more than county in Ohio must be granted authorization by the State 4-H Office. Use this request form and mail to: **Ohio 4-H Youth Development, 2201 Fred Taylor Drive, Room 418, Columbus, OH 43210.**

Name of 4-H Club/Affiliate, Company, Association, Individual: _____

Address _____

Phone _____ email _____

Proposed Use of the 4-H Name and Emblem: _____

List the products that you plan to sell or promote while using the 4-H Name and Emblem: _____

Describe how Ohio 4-H benefits if authorization is approved: _____

In which counties will the 4-H Name and Emblem be utilized in during your fundraising, sales or promotion: _____

Proposed dates for use of the 4-H Name and Emblem for fundraising, sales or promotions:

From: _____ To: _____



- If you are an Ohio 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem in the county in which you participate once your 4-H Club/Affiliate is chartered. Contact your local County 4-H Educator to discuss how you will be using the 4-H Name & Emblem and review the [4-H Name and Emblem User Guide 2014.pdf](#) for proper use.
- Anyone wishing to use the 4-H Name and Emblem in a way that extends beyond an individual state 4-H program must seek authorization from 4-H National Headquarters at USDA.

Questions regarding the use of the 4-H Name and Emblem may be directed to 4HNE@NIFA.USDA.GOV ([link sends e-mail](#)) .

[Application for Authorization to Use 4-H Name and Emblem \(link is external\)](#)

The 4-H Name and Emblem web based application form must be completed by entities seeking to use the 4-H Name and Emblem for multi-state or national purposes. Authorization for in-state use only must be sought from the corresponding state 4-H office.

[List of Authorized Vendors of the 4-H Name and Emblem \(link is external\)](#)

A listing of those entities who have received authorization to use the 4-H Name and Emblem on the multi-state or national level

Resource File:

[4-H Name and Emblem User Guide 2014.pdf](#) (946.26 KB)

Revised 3/16

Ohio4h.org.

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaes_diversity.

Photo, Video Release and Authorization

My child, _____ plans to participate in _____ programming through Ohio 4-H, taking place _____ (*insert dates*). I acknowledge that during this programming, my child may have their image and or voice captured through photo, audio or video recording. For good and valuable consideration, the receipt of which is hereby acknowledged, I irrevocably consent to and authorize The Ohio State University, OSU Extension, Ohio 4-H, 4-H Camping Facility and its affiliates, agents, successors and assigns ("OSU") consent to use the videotape and photographs of my child, and recordings of his/her voice, conversations, sounds, name, image and likeness, captured during and in connection with my child's participation in _____ (*insert activity name*) in all types of media and for all lawful purposes.

I hereby grant all rights to OSU to use the results of such videotaping, photography and recording in perpetuity, throughout the world to: (1) reproduce, distribute, use, and display all or any portion of the Video in any manner and in any medium and for any purpose; and (2) grant others the right to reproduce, distribute, use, and display all or any portion of the Video in any manner and in any medium and for any purpose.

I further agree that OSU may use and permit others to use my child's name, voice, image, and likeness captured during this activity in any medium and in the promotion, advertising, sale, publicizing OSU and Ohio 4-H throughout the world, an unlimited number of times in perpetuity. I hereby waive any right of inspection or approval of the use of my child's voice, conversation, sounds, image and likeness. I acknowledge that OSU will rely on this grant of rights and hereby agree not to assert any claim of any nature whatsoever against anyone relating to the exercise of the rights granted hereunder.

I acknowledge and agree that this agreement is binding on all of my heirs and assigns.

Date: _____

Authorizing Signature of Parent/Legal Guardian if
Participant is under 18 years of age

Print Parent/Legal Guardian Name: _____

Print Full Name of Participant: _____



FCS Occasional Quantity Cooks Training (OQC)

Please follow these directions to access the Occasional Quantity Cooks Online Volunteer Training.

Proceed to cfaesosu.catalog.instructure.com/courses/fcs-occasional-quantity-cooks-training-oqc.

- Enter the information required:
 - Full name, email, phone number, and postal code.
 - Click the box next to “I agree to the Acceptable Use Policy and acknowledge the Privacy Policy.”
 - Click the box next to “I’m not a robot” for the CAPTCHA authentication. Complete the task assigned (select pictures/boxes with bicycles, traffic lights, fire hydrants, etc.)
 - Click on “Enroll in Course” button.
- You will be sent two emails.
 - The “Please confirm your e-mail address” message is required to complete your registration. Click on the “Complete Registration” button. You will be taken to a new website. Your email address is your default username. You will be asked to create a password and select your time zone.
 - Once complete, you will automatically be taken to your Scarlet Canvas Dashboard. Select the **FCS Occasional Quantity Cooks Training (OQC)**.
- Begin the course by clicking on the “**Modules**” link on the left side of the screen.
 - The first module is “Enter Course Join Code”
 - Enter the Join Code, “**OSUEOQCF**” (must be all capital letters). Click “Next.”

Completing the Course Requirements

- You will need to complete the pages in order. Please watch the video in each lesson and download all accompanying lesson materials. You should plan on spending at least 90 minutes to complete the lessons. Navigate through each lesson’s materials using the “Next” button in the lower right corner of the screen.
- From the “Modules” landing page complete the following lessons/sections:
 - Welcome page
 - Pre-Test
 - Lesson 1: Introduction and Background
 - Hover your mouse pointer over the bottom of the lesson video black frame to reveal the controls.
 - Lesson 2: Personal Hygiene
 - Lesson 3: Time and Temperature
 - Lesson 4: Cleaning and Sanitizing
 - Lesson 5: Cross Contamination
 - Lesson 6: Special Considerations
 - Lesson 7: Event Management
 - Post-Test
 - You must receive a score of 70% or higher to receive a Certificate.
- After you have completed the post-test, the system will email you a link to your Certificate of Completion.
 - Your certificate will be emailed to you within a few minutes. Look for an email message from **Canvas Catalog** with a subject line of “Congrats on Successfully Completing...”; you may need to check your spam/junk email folder. Print a copy of your certificate of completion.
- When finished, click on “account” on the far-left side of your screen and **logout**.

Please print a copy of certificate and turn it in to your County OSU Extension Office.

Contact your County OSU Extension Office or e-mail shumaker.68@osu.edu if you experience technological issues or have any questions regarding the training.



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Agricultural Education (FFA) – 4-H Youth Development Memorandum of Understanding

OVERVIEW

It is important for young people to engage in positive activities that help them develop life skills and best practices. FFA and 4-H youth programs use many successful learning laboratories to enhance youth development. These two youth organizations are strongly committed to continued member participation in such learning laboratories. The following memorandum of understanding is designed to facilitate the working relationships between FFA and 4-H, as well as other collaborators in joint learning activities.

A. AGRICULTURAL EDUCATION (FFA) – 4-H YOUTH DEVELOPMENT RELATIONSHIP

The persons supervising 4-H and Agricultural Education (FFA) youth work are expected to plan projects and programs which will supplement each other and will provide for the broad development of the individual. Acknowledgements of individual development in both organizations shall be considered in the appraisal of youth accomplishments.

Eligible youth may be members of either 4-H or FFA, or members of both youth organizations. When a youth belongs to both organizations, projects carried, in all cases, must be separate and different in an effort to broaden the youth's experience and learning. Examples of allowable projects taken by youth who belong to both organizations include:

4-H	FFA
Breeding Gilt	Market Hog
Market Broilers	Exhibition Poultry
Dairy Cow	Dairy Heifer
Welding (Door Stop)	Welding (Boot Scraper)
Vegetable Gardening	Agonomic Crops

When a member encounters a problem in selecting a project, a conference should be held with the member and his or her parent(s) or legal guardian(s), the member's FFA and/or 4-H advisor, and the county OSU Extension 4-H Educator to discuss the situation and resolve the problem.

B. THE FOLLOWING UNDERSTANDINGS WILL GUIDE STATE AND LOCAL RELATIONSHIPS WHENEVER 4-H AND FFA PARTICIPATE IN JOINT PROGRAMMING.

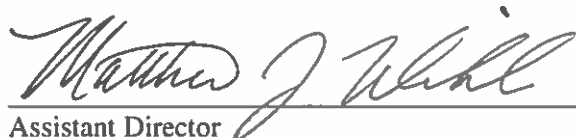
1. The names and emblems of 4-H and FFA will only be used in association with educational experiences that (see footnote*):
 - a. Meet the educational philosophies of youth development advocated by 4-H and FFA.
 - b. Have written rules that are followed, including a conflict resolution process.

- c. Meet the laws of the State of Ohio and the United States, including but not limited to, Civil Rights, the Americans with Disabilities Act, and IRS requirements, when applicable.
 - d. Are conducted in an ethical manner.
- 2. Competitive programs with joint participation will be limited to 4-H and FFA members who are age-eligible: eight and in the third grade as of January 1, through December 31 the year of the youth's 19th birthday. Cloverbud 4-H members will only participate in non-competitive programs and activities.
- 3. Understandings related to 4-H and FFA participation in junior fairs:
 - a. Junior fairs are important educational laboratories that provide:
 - i. Vehicles for education:
 - 1. Teaching that enhances the learning and skills-development experiences of the youth, advisors, and families involved.
 - 2. Evaluation, both non-competitive and competitive.
 - 3. Experiential learning, applied demonstrations, exhibits, and other *in situ*-educational activities.
 - ii. Recognition of youth involved in learning experiences:
 - 1. Showcase for youth exhibits, displays, demonstrations on display and viewed by the general public.
 - 2. Presentation and public display of awards for youth participation and excellence.
 - iii. Visibility of youth programs:
 - 1. Opportunity to demonstrate to the general public the value of Agriculture and Leadership Programming through 4-H and FFA.
 - 2. Several youth organizations may be involved in these activities.
 - b. The Junior Fair is one of the major components of most county and independent fairs.
 - c. Local Agricultural Society Senior Fair Boards are legally responsible for all activities conducted by their Junior Fair. This includes the singular responsibility for all financial management aspects, including livestock and any other youth project sales, which are part of the Junior Fair.
 - d. 4-H and FFA personnel from both organizations serve as a resource for 4-H and FFA involvement in Junior Fairs, but are not the final enforcers of Junior Fair rules and policies.
 - e. The Agricultural Societies and their Senior Fair Boards do not manage or conduct FFA or 4-H programs. They are valued educational programming partners, however they do not make 4-H or FFA rules and policies.
 - f. The Ohio State University Extension and the Ohio Department of Education do

not manage the Agricultural Society or its Junior Fair program.

- g. The Ohio Livestock Exhibition Laws and Rules (Ohio Revised Code §901.72 Administrative rules for livestock exhibitions; Ohio Administrative Code Chapter 901:1-18 Exhibition of Animals) provide three major resources for dealing with problems related to the Junior Fairs:
 - i. RULES, promulgated by the Ohio Department of Agriculture address many aspects of livestock exhibits. These are uniform in all Ohio shows and carry the weight of law. They are enforced by the State and can be found in the Ohio Administrative Code and Ohio Revised Code.
 - ii. AGRICULTURAL SOCIETY-JUNIOR FAIR RULES are adopted and enforced by the individual county and independent fair boards.
 - iii. THE MEMORANDUM OF UNDERSTANDING between FFA and 4-H outlines criteria necessary for both organizations to participate in a joint activity. The criteria addressed in this memorandum include educational philosophy, ethics, and community involvement in addition to the leadership our professional personnel will provide for professional development, research, educational design, and idea sharing.

This agreement approved:



Assistant Director
Office of Career-Technical Education
Ohio Department of Education,
Agricultural Education Service

12-20-16

Date



Assistant Director
4-H Youth Development
Ohio State University Extension
The Ohio State University

12-20-16

Date

* All use of the FFA and 4-H names and emblems must adhere to the official policies established by those organizations.

Final Draft
December 20, 2016

Ohio State University Extension & the County Junior Fair: Partners and their Respective Roles*

Roger Rennekamp, Associate Vice President, Agricultural Administration and
Director, Ohio State University Extension

Tom Archer, State 4-H Leader and
Assistant Director, 4-H Youth Development

Kirk Bloir
Associate State 4-H Leader

Ohio State University Extension and Junior Fair Overview

Young people want to be engaged in positive activity that helps them develop a sense of responsibility and build self-esteem. The Junior Fair is a successful learning laboratory that enhances youth development using a hands-on approach. Ohio State University Extension is committed to continued 4-H member participation in Junior Fairs because of the opportunities to:

- Extend each 4-H member's (and volunteer's) learning opportunities related to the specific project and development/enhancement of life skills;
- Evaluate the level of each 4-H member's accomplishments in both competitive and non-competitive events;
- Recognize 4-H members; and
- Showcase Ohio State University Extension and Ohio 4-H Youth Development.

Junior fair is one of the major components of most county and independent fairs. 4-H Youth Development is one of several youth organizations involved or potentially involved in junior fairs. Furthermore, we all recognize the Agricultural Society does not manage or conduct the Ohio State University Extension 4-H program nor does Ohio State University Extension 4-H manage the Agricultural Society or conduct junior fairs. Ohio State University Extension personnel serve as a resource for the total fair, as well as leadership for 4-H's involvement in junior fairs.

Partner Roles

There is no one OSU Extension/4-H Youth Development and Agricultural Society agreement that applies to all county and independent fairs. However, the following description of partner roles regarding junior fairs was developed to strengthen working relationships and ensure positive experiences for youth participants and their families. A Junior Fair Committee and Junior Fair Board are also included as critical partners for an effective junior fair program.

Roles of Ohio State University Extension/4-H Youth Development

1. Provide support of and a positive attitude toward fairs.
2. Design educational opportunities for 4-H members.
3. Maximize the opportunities of the junior fair environment to teach and demonstrate improved ideas and practices related to specific project areas and leadership development.

4. Provide leadership and organizational counsel/advice on:
 - a. Ideas and organizational guidelines for the Agricultural Society.
 - b. Junior Fair Committee and assisting with Junior Fair Board.
 - c. Adult and youth training in leadership skills, organization, communications and public relations, etc.
 - d. Designing and managing programs to encourage 4-H members and volunteers to excel, learn, grow, and have fun through:
 - Non-competitive and competitive events.
 - Incentives for youth to develop desire, confidence, new knowledge and skills, and personal development.
 - Involvement of volunteers, Junior Leaders and Junior Fair Board members.
5. Serve as one of the advisors to the Junior Fair Board and serve on the Junior Fair Committee of the Senior Fair Board.
6. Be responsible for the 4-H portion of the junior fair program book including appropriate classes and activities which meet the objectives of the 4-H program but are conducted at the fair. This portion of the book will be submitted to the Senior Fair Board for approval.
7. Recommend judges and types of recognition such as ribbons, trophies, and trips.
8. Assist with preparing the junior fair budget request, and guidance on financial management and accountability; however, this should not include custodial responsibility for any funds generated in support of junior fair activities.
9. Work with the Junior Fair Board members to fulfill their leadership responsibilities.
10. Communicate information to members, volunteers, and parents.
11. Organize and manage the program specifically for 4-H and assist through leadership and guidance with those events.
12. Assist as appropriate with other junior fair and/or senior fair activities as time and expertise permit.

Role of Senior Fair Board/Agricultural Societies

1. Provide support of and a positive attitude toward the objectives of the different junior fair youth programs.
2. Responsible for the overall management for the county fair.
3. Appoint and maintain a Junior Fair Committee to work with all youth groups involved in fair activities through an active Junior Fair Board.
4. Provide financial management of all activities related to the junior fair including collection, deposit, and payment of any funds as appropriate for:
 - a. Judges and other junior fair employees.
 - b. Ribbons, trophies, premiums, and other awards.
 - c. Junior fair sales.
 - d. Facilities and maintenance.
 - e. Financial management of the junior fair.
5. Final approval of all rules (in alignment with respective youth organizations) related to junior fair activities, shows, and sales, etc., as recommended by the Junior Fair Committee and Junior Fair Board.
6. Approve and support junior fair activities.

7. Involve Ohio State University Extension personnel in decisions that affect participation of 4-H youth and adults such as fair passes, premiums, exhibit housing, show schedules, and facility usage.
8. Provide and maintain adequate facilities for junior fair events.
9. Maintain control of scheduling, maintenance and improvements of the fair facilities on a year-round basis even though 4-H members and adults may have been instrumental in constructing or improving those facilities.
10. Employ or recruit a volunteer to serve as a junior fair coordinator to assist in the management and implementation of the junior fair program.

Role of Junior Fair Committee

The Junior Fair Advisory Committee is appointed by the Senior Fair Board and includes Senior Fair Board members, Ohio State University Extension personnel, the county school superintendent, and representatives of other youth programs who participate in the Junior Fair Division.

1. Provide support of and a positive attitude toward the objectives of the different junior fair youth programs, including effective leadership development opportunities for Junior Fair Board members.
2. Committee members work with the Junior Fair Board to develop the Junior Fair Division of the fair and report directly to the county or independent Senior Fair Board.
3. Junior Fair Committee works cooperatively with all youth groups participating in the Junior Fair Division.
4. The Junior Fair Committee should work closely with the Junior Fair Board to develop recommendations for all operations of the Junior Fair Division.
5. Provide support to Junior Fair Board and serve as liaison with Senior Fair Board.

Role of County Junior Fair Board

1. Provide support of and a positive attitude toward the objectives of the different junior fair youth programs.
2. Provide leadership to the development and implementation of the junior fair program.
3. The Junior Fair Board is organized with representation from junior fair youth group participants.
4. The Junior Fair Board in consultation with the Junior Fair Committee will submit plans, budget, and financial accounting for audit to the Senior Fair Board.
5. The Junior Fair Board is responsible and accountable to the Senior Fair Board.

**Created for the OFMA Convention on January 4, 2005 by Keith L. Smith, Director of OSU Extension, and Jeff King, State 4-H Leader at the time. Updated by Tom Archer for OFMA on January 8, 2016.*

4-H Overnight Housing Parent/Guardian Permission Form

Parent/Guardian: Please complete the following information and **return the top portion** of this sheet to name/address of 4-H staff member by date required. **Keep the information at the bottom** of this form for your records.

I understand that my child _____ will be attending
(name of child)

_____ on _____
(name of event) (dates of event)

at _____ and that he/she may be sharing lodging
(location of event)

with an unrelated adult chaperone who has been through an annual Ohio State University Extension volunteer orientation/training program and with at least one other youth. By signing this form, I give my permission for my child to attend this event under these lodging conditions. I also understand the OSU Extension Volunteer Standards of Behavior expectations for adults and 4-H Member Code of Conduct for youth attending this event.

Signature of Parent/Guardian

Date



Parent/Guardian: Keep this information for your records

Name of event:

Date of event:

Location of event:

In case of an emergency requiring you to contact your child during the event, contact:



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RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK, AND WAIVER FOR PARTICIPATION

PARTICIPANT'S FULL NAME: _____
DATE OF BIRTH (MO/DAY/YR): _____
ADDRESS: _____
SPONSOR OF ACTIVITY: The Ohio State University, Ohio 4-H (insert county)
LOCATION: _____
DATE(S): _____ **START DATE:** _____ **END DATE:** _____
DESCRIPTION: (insert description)

My child, _____ will be a participant in the Ohio 4-H program [Insert name of event; date; location] and I grant permission for him/her to participate in this program and associated activities with the exception of any restricted activities that I have listed below. I am aware of and have discussed with my child the established safety rules and procedures. I understand that participation in this program is strictly voluntary and is not a requirement for 4-H membership. I understand that my child must follow the Ohio 4-H Code of Conduct; consequences for Code of Conduct violations may result in my child being sent home at the sole discretion of OSU Extension at my expense.

I understand that my child is not required to participate in this program, but grant my permission for him/her to do so, despite the potential risks. I recognize that by participating in this program, as with any physical activity, my child may risk personal injury, paralysis and/or death. I understand and accept such risks, and release, Ohio 4-H, The Ohio State University, its Trustees, boards, officers, employees and representatives from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person that may result from or occur during my participation in the activity, whether caused by negligence of The Ohio State University, its Trustees, boards, officers, employees, or representatives, or otherwise. I further agree to hold harmless, Ohio 4-H, The Ohio State University and its Trustees, boards, officers, employees, and representatives from liability for the injury of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the above described activity. I understand that I am solely responsible for any costs arising out of any injury or property damage sustained through my child's participation in 4-H educational programs.

I understand that my child will be participating in this event with other 4-H members and that program participants will be supervised and acknowledge that the 4-H staff and volunteers, OSUE, and The Ohio State University are not responsible for any potential injury or illness resulting from my child's participation. I assume any expense that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. In the case of serious illness or injury of my child, I understand that I will be notified. If I cannot be contacted, unless otherwise specified below, I grant permission to the attending medical professional to secure proper treatment, hospitalize, and/or take any other action deemed necessary for the immediate care of my child.

Parent/Legal Guardian Responsibility: Restricted activities and/or special notification instructions:

 _____.

Authorizing Signature of Parent/Legal Guardian if Participant is under 18 years of age:

Print Parent/Legal Guardian Name: _____

Print Youth/Youth Participant Name: _____

Date: _____



4-H Member Restricted Release/Optional Early Release

Complete this form to confirm arrangements and/or authorize another person to pick up a 4-H youth member. Supervision at 4-H events where 4-H Professionals and Authorized Volunteers take responsibility for 4-H youth members in the absence of the parents/guardian is of highest importance. Full time participation is required at 4-H events unless prior permission is granted by the County 4-H Professional.

I, _____, hereby authorize only the person(s) listed below to pick up
(Name of parent/guardian)

_____ from _____
(4-H Youth Member name) (name of event)

Name of person(s) authorized to pick up my child:

1. _____ Phone: _____
2. _____ Phone: _____

If the youth is granted permission to leave the event early, complete these details:

- ☐ Pick up time (date/time): _____
- ☐ Return (date/time): _____
- ☐ Will not return to event

If a change is needed to this authorization, I understand that I must call:

_____ at _____
(Name of 4-H Professional/volunteer in charge of event) (phone number)

Signed (parent or guardian)

(date)

Before release of the youth member the person(s) listed above must be identified by the youth member to the 4-H Professional/Volunteer in charge and sign below.

Signature of person picking up member _____

(date/time)



Policy 4.17

Self-Disclosure of Criminal Convictions

Section I: Instructions

Submit this form to the college/VP unit senior human resource professional (SHRP) or the Office of Human Resources (OHR) director of employee relations at 1590 N. High St., Suite 300, Columbus, OH 43201-2190; via fax to (614) 292-6199, or via e-mail to hr-criminalconvictions@osu.edu. A background check will also be conducted by the university in accordance with the Fair Credit Reporting Act.

Section II: Personal Information

Complete the following information and return to the college/VP unit SHRP or the director of employee relations.

Policy 4.17 – Self-Disclosure of Criminal Convictions requires that current faculty, staff, graduate associates, student employees, appointees, volunteers, employees provided by third party staffing vendors, and those working in activities and programs with minors participants in the course of their university duties self-disclose criminal convictions within three business days of the conviction. Disclosure is required whether the crime occurred in Ohio or other locations. The disclosure must be made to the college/VP unit SHRP or to the director of employee relations.

Last name	First name	Middle name
Unit name	Daytime phone #	E-mail

Section III: Conviction Information

I have been convicted of, or pled guilty to or no contest to, or am the subject of a finding of guilt by a judge or jury for the following crime(s):

☐ Felony: _____

☐ Misdemeanor (includes DUI/OVI): _____

Conviction	Conviction type	Conviction date (mm/dd/yyyy)
County	City	State

Description of charges and convictions –provide details of all offenses including nature, circumstances, and dates. Attach additional sheets if necessary. If you have a copy of the criminal record, please attach it. A conviction is not necessarily a bar to continued involvement with the university.

Employee signature	Date
--------------------	------

This Section to be Completed by the College/VP Unit SHRP or the Director of Employee Relations

Date of disclosure: _____

Date of referral to OHR or vice-versa: _____

Background check completed: _____

Evaluation completed: _____

Action steps: _____

☐ _____
 ☐ _____
 ☐ _____

Individual notified: ☐ No action necessary. ☐ Individual will continue involvement with the university under agreement.

☐ Individual must be removed or terminated from continued involvement with the university.

College/VP unit human resource professional or designee signature	Date
---	------

Director of employee relations or designee signature	Date
--	------

Financial Management at a Quick Glance



Obtain EIN from IRS. **NEVER** open an account with a Social Security number!



Name of your account should be your 4-H club name, with 4-H in the title.



Always have 2 unrelated signers on every account.



Keep written record of every transaction that happens, both income and expenses.



Review bank statements to potentially identify red flags. Should be a non-signer of the account.



Reconciliation should happen monthly by the treasurer.



Financial review is done annually. Audit is completed every 3 years.



File Club/Affiliate yearly financial summary with the Extension office (maintain your club charter)



Pay with check whenever possible. Check with your 4-H professional for other acceptable forms of payment.

*If you collect any money with-in your club, your club **must** have an active account at a financial institution, checking account is the option **preferred**.

This is a quick reference guide. To view the full financial guidelines, visit <https://go.osu.edu/financial4h>.



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Created by: Molly Avers 2023
4-H Educator Ottawa County

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Discussion Guide

This is to be used as quick references for treasurers and volunteers. To see the complete financial guide, visit <https://go.osu.edu/financial4h> The bolded words correlate with their respected image on the Quick Guide.

EIN:

- Employer identification Number.
- Clubs must have an EIN to open an account.
- The number will forever be linked to that 4-H Club. After that, the name should not be changed.
- The name of the Club and EIN must be linked to the Ohio State's Group Exemption number, it was assigned by the IRS for federal tax-exempt status.
- Ohio State's Group Exemption number is **5925**.
- A digital copy of the IRS Assignment letter needs to be sent to the County so it can be attached in 4HOnline.

Name:

- Make sure the account name has the Club's Name and "4-H". This makes it easier for communication with 4-H Professionals and the institutions when necessary.
- Make sure it is nondiscriminatory, and maintains the positive image of the 4-H.

Signer:

- Should be two unrelated individuals on the account.
- If the bank does not allow minors to be signers, two volunteers still need to be signers. The treasurer can still perform the typical tasks (prepare statements, write checks, balance checkbooks).
- NEVER pre-sign checks.
- If a check is made to one of the account signers, they should not sign their own check.
- If the club does not have two advisors, talk to the 4-H Professional to set up a second signer.

Record:

- Keep club income and expenses separate.
- Use a system that makes sense for you. Not everyone will use Excel, some may choose to use a ledger.
- Use a receipt book.
- Cash should always be counted by 2 unrelated people. Record all cash that was collected and give a receipt. It acts as another tracking system.
- Deposits should be made in a week or less and keep all deposit forms.
- Original receipts should be turned in when requesting reimbursement.
- Receipts should not have a mix of personal and club items; they need to be separate.
- Record of expenses and income should be included in clubs' minutes.



Discussion Guide Continued

Statement:

- Statements should be sent to a non-signer of the account, who is on the account.
- Once reviewed, statements should be given to the treasurer to receive and file.
- Statements for 4-H Affiliates should be sent to the Extension office.
- An employee will make a copy for their records and the pass the original to the treasurer.
- Youth may need assistance, but the club treasure should be part of this process.

Reconciliation:

- Should occur monthly.
- Bank statements need to match records being kept by the treasure.

Financial Review:

- Occurs every year.
- Audit is every 3 years.
- Financial review can be found in the back of the Treasurers handbook.
- The findings should be presented in a club meeting and documented in the minutes.
- For the Audit refer to 4-H Club/Affiliate Audit Procedures, visit <https://go.osu.edu/4haudit>.
- Check with your county for the deadline.

Financial Summary:

- Completed yearly.
- Must be turned into county Extension office by deadline.
- Have all your bank information with you.
- Fillable PDF.
- Read directions carefully when filling out.

Payment:

- Paying with check should be the number one option.
- Use the memo line for a quick description of payment.
- Checkbook should be kept with the advisor when not at a club meeting.
- Other forms of payment are accepted, but highly discouraged.
- Cash is **NOT** an acceptable form of payment.
- Discuss with your county 4-H Professional acceptable forms of payments and requirements.





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Club Dues Report for : _____

Club Name

Year 20__

Attach report to bank statement showing money being deposited.

Member Name	Amount paid	Ck#/Cash	Date Received	Received by Initials

Treasurer Signature _____ Advisor Signature _____



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Fundraiser Summary for :

Club Name

Type of Fundraiser: _____ Dates of Fundraiser: _____

Fundraiser Club Contact: _____ phone: _____

Attach form and all documents to bank statement showing deposits and withdrawals

Beginning Cash 1

INCOME

Money Donations	A	<input type="text"/>
In Kind Donations	B	<input type="text"/>
Total Sales	C	<input type="text"/>

Total Cash brought in for fundraiser 2
A+C=2

Expenses

Supplies/Product Cost	D	<input type="text"/>
Advertising	E	<input type="text"/>
other _____	F	<input type="text"/>

Total Expenses paid out for fundraiser. 3
D+E+F=3

TOTAL AMOUNT PROFIT FROM FUNDRAISER P
1+2-3=P

To the best of my knowledge all information reported is accurate and receipts and backup documents are attached.

Fundraiser Coordinator Signature: _____ Date: _____

Treasurer Signature _____ Advisor Signature _____

Fundraiser Detail of Income

Date	Description of type of Income (sales, donation)	Amount	Category A B C
9/26/2022	Joe Smith - Sales money OR Saturday sales OR Company XYZ Donation	\$200.00 \$50.00	A C
	TOTAL INCOME		

Date	Description of type of Expenses (Cost) RECEIPTS MUST BE ATTACHED	Amount	Category A B C
9/25/2022	Pizza Supply Company	\$536.57	D
	Total Expenses		
	ALL RECEIPTS MUST BE ATTACHED	Must Equal 3 on page 1	



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Fundraiser Summary for :

4-14 Café

Club Name

Type of Fundraiser: Food booth

Dates of Fundraiser: Oct 1-2, 2022

Fundraiser Club Contact: Jane Doe

phone: 555-555-5555

Attach form and all documents to bank statement showing deposits and withdrawals

Beginning Cash

1 \$600-

INCOME

Money Donations (tips)

A	<u>43.00</u>
B	
C	<u>2345.</u>

In Kind Donations

Total Sales

Total Cash brought in for fundraiser

2 2388.00
A+C=2

Expenses

Supplies/Product Cost

D	<u>1151.52</u>
E	
F	

Advertising

other

Total Expenses paid out for fundraiser.

3 1151.52
D+E+F=3

TOTAL AMOUNT PROFIT FROM FUNDRAISER

P 1236.48
2+3=P

To the best of my knowledge all information reported is accurate and receipts and backup documents are attached.

Fundraiser Coordinator Signature: _____

Date: 10-3-22

Treasurer Signature _____

Advisor Signature _____

[illegible]

page 3

Fundraiser Detail of Expenses

Date	Description of type of Expenses (Cost) RECEIPTS MUST BE ATTACHED	Amount	Category A B C
9/25/2022	Pizza Supply Company	\$536.57	D
10/1	Schuler's Bakery	117 -	
9/30	walmart	200.13	
9/30	Steve's Market	42.10	
9/22	Sam's Club	204.66	
10/1	Brandy Baker - cinn rolls / brownies	86.00	
9/29	Gordon Foods - ck #1088	288.40	
9/30	Clark's Market	33.21	
10/1	Walmart	180.02	
Total Expenses		1151.52	
ALL RECEIPTS MUST BE ATTACHED		Must Equal 3 on page 1	



Transaction Register for

Club Name

January 1 thru December 31, 20____

[illegible]

[illegible]

EXTENSION



Happy Clowers

Club Name

Date	check # or Debit	Description of Transaction	Money Received (+)	Money Spent (-)	Balance
1-Jan		Beginning Balance for Year			\$ 15.00
5/1/23	-	Collected Dues	140-		145.00
5/31/23	ck#300	payment Club dues UH Council		140-	5.00
12/31		Ending Balance or Continue to back of page			\$5.00

IRS Form SS4 Completion

1/31/2019

This Power Point is designed to walk our Ohio 4-H Clubs and Affiliates through the process of completing the online SS4 form to obtain an EIN# from the Internal Revenue Service.



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Below is the URL to the IRS Online Form SS4


<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>



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Select "Apply Online Now"



[Filing](#)
[Payments](#)
[Refunds](#)
[Credits & Deductions](#)
[News & Events](#)
[Forms & Pubs](#)
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[Small Businesses & Self-Employed](#)

Apply for an Employer Identification Number (EIN) Online

Hours of operation: Monday through Friday 7 a.m. to 10 p.m. Eastern Time

Small Business/Self-Employed Topics

- › A-Z Index for Business
- › EINs
- › Forms & Pubs
- › Industries/Professions
- › Online Learning
- › Operating a Business
- › Self-Employed
- › Starting a Business

Related Topics

- › State and Federal Online Business Registration
- › Online EIN: Frequently Asked Questions
- › Employer ID Numbers
- › System Requirements
- › Privacy Act Statement and Paperwork Reduction Act Notice

1 Determine Your Eligibility...

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per responsible party per day.

2 Understand the Online Application...

- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

3 Submit Your Application...

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.


Return due dates provided on CP575 notices
Due to a change in return due dates for Partnerships and certain Corporations, your CP575 notice may be incorrect for tax periods ending after 12/31/2015. When filing any tax return, use the most current version of the form and instructions for your entity type to ensure timely filing.

Important
We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the Internet. Please use one of our other methods to apply. See [How to Apply for an EIN](#). We apologize for any inconvenience this may cause you.

Purpose of an Employer Identification Number
Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.)

Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)
Publication 15 provides information on employer tax responsibilities related to taxable wages, employment tax withholding, and which


Select “ok”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Message from webpage



THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

OK

Read Carefully and select “Begin Application”


[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)

[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view [Help Topics](#) on the right side of the screen. Make sure that pop-ups are allowed from this site.

About the EIN Assistant

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

[IRS Privacy Policy](#)

Select “View Additional Types...”


[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- ☐ Sole Proprietor
Includes individuals who are in business for themselves and household employers.
- ☐ Partnerships
Includes partnerships and joint ventures.
- ☐ Corporations
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- ☐ Limited Liability Company (LLC)
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- ☐ Estate
An estate is a legal entity created as a result of a person's death.
- ☐ Trusts
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- ☒ **View Additional Types, Including Tax-Exempt and Governmental Organizations**
If none of the above fit what you are establishing, there are several others to choose from.

Help Topics

- [? What if I do not know what type of legal structure or organization to choose?](#)

<< Back

Continue >>

Select “Other Non-Profits...”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Additional Types

Choose the type you are applying for. You can click the underlined terms for a description.

- ☐ [Bankruptcy Estate \(Individual\)](#)
- ☐ [Block/Tenant Association](#)
- ☐ [Church](#)
- ☐ [Church-Controlled Organization](#)
- ☐ [Community or Volunteer Group](#)
- ☐ [Employer/Fiscal Agent \(under IRC Sec. 3504\)](#)
- ☐ [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)
- ☐ [Farmers' Cooperative](#)
- ☐ [Government, Federal/Military](#)
- ☐ [Government, Indian Tribal Governments](#)
- ☐ [Government, State/Local](#)
- ☐ [Homeowners/Condo Association](#)
- ☐ [Household Employer](#)
- ☐ [IRA](#)
- ☐ [Memorial or Scholarship Fund](#)
- ☐ [National Guard](#)
- ☐ [Plan Administrator](#)
- ☐ [Political Organization](#)
- ☐ [PTA/PTO or School Organization](#)
- ☐ [REMIC](#)
- ☐ [Social or Savings Club](#)
- ☐ [Sports Teams \(community\)](#)
- ☐ [Withholding Agent](#)
- ☒ [Other Non-Profit/Tax-Exempt Organizations](#)

<< Back

Continue >>

Help Topics

- ? [What if I still do not know what type of structure or organization to choose?](#)

Select “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Please confirm your selection.

Confirm your selection of Other Non-Profit/Tax-Exempt Organizations as the type of structure applying for an EIN.

What it is...

- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship or partnership.

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.


<< Change Type

Continue >>

Help Topics

- ? [What is the difference between non-profit and tax-exempt status?](#)
- ? [How does my organization receive formal recognition as a tax-exempt organization by the IRS?](#)
- ? [What if I am not sure my organization would qualify as a tax-exempt organization?](#)

Select “Started a new business” and “Continue”


[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: **1. Identify** **2. Authenticate** **3. Addresses** **4. Details** **5. EIN Confirmation**

Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?
 Choose one reason that best describes why you are applying for an EIN.

☒ **Started a new business**
 Select this option if you are beginning a new business.

☐ **Hired employee(s)**
 Select this option if you already have a business and need to hire employees.


☐ **Banking purposes**
 Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.

☐ **Changed type of organization**
 Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.

☐ **Purchased active business**
 Select this option if you are purchasing a business that is already in operation.

Help Topics

Select “Individual” and “Continue”



Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?

The responsible party can be either an individual OR an existing business.

Please choose one:

☒ Individual

☐ Existing business

<< Back

Continue >>

[IRS Privacy Policy](#)

Complete first name, last name & social security number of Organizational Advisor or responsible person and select “I am a responsible...” and “Continue”

[Help](#) | [Apply for New EIN](#) | [Exit](#)**EIN Assistant**

Your Progress:

1. Identify ✓

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

You selected individual. Please tell us about the Responsible Party.

*** Required fields**

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Jeff

Middle name/initial

Last name *

Dick

Suffix (Jr, Sr, etc.)

Select One ▼

SSN/ITIN *

111

-

11

-

1111

Choose One: *

- ☒ I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.
- ☐ I am a third party applying for an EIN on behalf of this organization.

Before continuing, please review the information above for typographical errors.

<< Back

Continue >>

Complete the Street, City, State, Zip and Phone number and Select "No" and "Continue"

The "Care of" blank should be left empty as we use the Organization Advisor or responsible individual as the contact for IRS


[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identify ☒ 2. Authenticate ☒ 3. Addresses 4. Details 5. EIN Confirmation

Where is the Non-Profit/Tax-Exempt Organization physically located?

* Required fields

The only special characters allowed for street and city are - and /.

Note: Must be a U.S. address. Do not enter a P.O. box. For military addresses [click here](#).

Street *	<input type="text" value="104 Township Road 1461"/>
City *	<input type="text" value="New London"/>
State/U.S. territory *	<input type="text" value="OHIO (OH)"/> <input type="button" value="v"/>
ZIP code *	<input type="text" value="44851"/>
Phone number *	<input type="text" value="330"/> - <input type="text" value="591"/> - <input type="text" value="7828"/>

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name:

Do you have an address **different** from the above where you want your mail to be sent? *


☐ Yes ☒ No

Before continuing, please review the information above for typographical errors.

[Continue >>](#)

[IRS Privacy Policy](#)

You may receive this screen. You can see from this example below that the IRS database may ask you to verify a slight change in address. There are three options you can choose.



Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses 4. Details 5. EIN Confirmation

Verify your Physical Location.

We have reviewed the physical location and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

You entered:

3068 ERHART ROAD
LITCHFIELD
OH
44253

Edit Physical Location

Found in our database:

3068 ERHART RD
Street LITCHFIELD
OH
44253

Verify

Accept As Entered

Accept Database Version

[IRS Privacy Policy](#)

OHIO STATE UNIVERSITY EXTENSION

Complete the legal name... with the 4-H club or affiliates full name adding “of _____ County” if the county name is not already included in the name. County should populate but correct if needed. Select “Ohio” and complete start date (**Must be 2019**) select “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

Tell us about the Non-Profit/Tax-Exempt Organization.

* Required fields

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Legal name of Non-Profit/Tax-Exempt Organization *

4-H Club of Medina County

Trade name/Doing business as
(only if different from legal name)

County where Non-Profit/Tax-Exempt
Organization is located *

Medina

State/Territory where Non-Profit/Tax-Exempt
Organization is located *

OHIO (OH)

Non-Profit/Tax-Exempt Organization start
date *


JANUARY

2017

Before continuing, please review the information above for typographical errors.

[Continue >>](#)

Select “No” for all five questions, select “Continue”

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

Tell us more about the Non-Profit/Tax-Exempt Organization.

* Required fields

Does your business own a highway motor vehicle with a taxable gross weight of 55,000 pounds or more? *

☐ Yes ☒ No

Does your business involve gambling/wagering? *

☐ Yes ☒ No

Does your business need to file Form 720 (Quarterly Federal Excise Tax Return)? *

☐ Yes ☒ No

Does your business sell or manufacture alcohol, tobacco, or firearms? *

☐ Yes ☒ No

Do you have, or do you expect to have, any employees who will receive Forms W-2 in the next 12 months? *
(Forms W-2 require additional filings with the IRS.)

☐ Yes ☒ No

Before continuing, please review the information above.

[Continue >>](#)

Help Topics

[What is Form 720?](#)

[IRS Privacy Policy](#)

This screen has several options. (This example is reduced to fit the screen)
Select “Other” at the very bottom and “Continue”

 **IRS.gov**

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

What does your business or organization do?

Choose **one** category that best describes your business. Click the underlined [links](#) for additional examples for each category.

☐ Accommodations
Casino hotel, hotel, or motel.

☐ Construction
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.

☐ Warehousing
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle


☐ Wholesale
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.

☒ Other

[IRS Privacy Policy](#)

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Select “Other” write “Education” in box and Select “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

You have chosen Other.

Please choose one of the following that best describes your primary business activity:

☐ Consulting

☐ Manufacturing

☐ Organization (such as religious, environmental, social or civic, athletic, etc.)

☐ Rental

☐ Repair

☐ Sell goods

☐ Service


☒ Other – please specify your primary business activity:

<< Back

Continue >>

[IRS Privacy Policy](#)

Select “Receive letter online” if you have Adobe Reader.
Otherwise select “Receive by mail” Select “Continue”



Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

How would you like to receive your EIN Confirmation Letter?

You have two options for receiving your confirmation letter. Please choose one below:

☐ **Receive letter online.** This option requires [Adobe Reader](#).
You will be able to view, print, and save this letter immediately. It will not be mailed to you.

☐ **Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

Continue >>

(1 of 2) You will receive this page. Check for accuracy



Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

Organization Type: Non-Profit/Tax-Exempt Organization

Non-Profit/Tax-Exempt Organization Information

Legal name:
County:
State/Territory:
Start date:

CATTLE RUSTLERS 4-H CLUB OF MEDINA
COUNTY
MEDINA
OH
JANUARY 2017

Addresses

Physical Location:

104 TOWNSHIP ROAD 1461
NEW LONDON OH 44851

Phone Number:

330-591-7828

Responsible Party

Name:

ALICIA MEEKS

P90

(2 of 2) Select "Submit"

Principal Business Activity

What your business/organization does:
Principal products/services:

OTHER
EDUCATION

Additional Non-Profit/Tax-Exempt Organization Information

Owens a 55,000 pounds or greater
highway motor vehicle:
NO
Involves gambling/wagering:
NO
Involves alcohol, tobacco or firearms:
NO
Files Form 720 (Quarterly
Federal Excise Tax Return):
NO
Has employees who receive Forms W-2:
NO
Reason for Applying:
STARTED A NEW BUSINESS

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.


Click "Submit" to send your request and receive your EIN.

Submit

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

[IRS Privacy Policy](#)


Choose “Click Here...” Save letter and select “Continue”

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

Congratulations! Your EIN has been successfully assigned.


EIN Assigned: 

Legal Name: CATTLE RUSTLERS 4-H CLUB OF MEDINA COUNTY

IMPORTANT:

Save and/or print this page and the confirmation letter below for your permanent records.

The confirmation letter below is your official IRS notice and contains important information regarding your EIN.

 [CLICK HERE for Your EIN Confirmation Letter](#) [Help with saving and printing your letter](#)

Once you have saved or printed your letter, click “Continue” to get additional information about using your new EIN.

Continue >>

Help Topics

- ? [What if I do not have access to a printer at this time?](#)
- ? [Can I access this letter at a later date?](#)

Read and Select “Continue”

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:**1. Identify** ✓**2. Authenticate** ✓**3. Addresses** ✓**4. Details** ✓**5. EIN Confirmation**

Additional Information about your EIN

We suggest you print this page for your records.

When Can You Use Your EIN?

This EIN is your permanent number and can be used immediately for most of your business needs, including:

- Opening a bank account
- Applying for business licenses
- Filing a tax return by mail.

However, it will take up to two weeks before your EIN becomes part of the IRS's permanent records. You must wait until this occurs before you can:

- File an electronic return
- Make an electronic payment
- Pass an IRS Taxpayer Identification Number (TIN) matching program.

Next Steps

You can download IRS forms, publications, and tax returns at <http://www.irs.gov/formspubs>


Corrections?

If you need to make changes to your organization's information, you must do so in writing and mail the information to the address provided at <http://www.irs.gov/file/article/0,,id=11138,00.html>.

<< Back

Continue >>

You have completed!

**IRS**.gov

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Thank you for using the online EIN Assistant.

[IRS Privacy Policy](#)

Please provide a copy of the
Confirmation Letter to your OSU
Extension Office
THANK YOU!



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4-H Group Tax Exemption Authorization

PLEASE PRINT CLEARLY

Name of 4-H Club or Organization: _____

County _____

Contact Person: _____

Taxpayer Identification Number: _____

(Also known as TIN or Employee Identification Number - EIN)

Address: _____

By the signature below of its duly authorized Organizational Advisor, the above 4-H club or 4-H affiliate hereby authorizes The Ohio State University Extension Office to include it in The Ohio State University application for group exemption to be filed with the Internal Revenue Service.

Under penalties of perjury, I certify that the number shown above is the correct taxpayer identification number and that the club or organization named above was organized in the United States.

 (Signature)

 (Print name)

 (Title)

 Date

Return your completed form to:

**4-H Youth Development – Room #418 Nationwide &
 Ohio Farm Bureau 4-H Center 2201 Fred Taylor Drive
 Columbus Ohio 43210**

{00105925-1}



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ohio4h.org

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

STATE OF OHIO
DEPARTMENT OF TAXATION
SALES AND USE TAX
BLANKET EXEMPTION CERTIFICATE

Ohio 4-H Youth Development and Chartered Ohio 4-H clubs/affiliates are exempt from paying Ohio sales tax on items they purchase for their group because they are a not for profit organization.

This exemption only applies to the 4-H club/affiliate and does not extend to individual members or volunteers.

Complete the form as follows:

- Vendor's name - the business you are purchasing from
- Valid Reason – Revised Code of Ohio, Section 5739.02 (B)(9) To conduct Ohio 4-H Youth Development educational programs under the Ohio State University
- Purchaser's name – The authorized Ohio 4-H Club/Affiliate name making the purchase and the Club EIN#
- Address – Of club/affiliate
- Signature – Advisor or authorized individual
- Vendor License – leave blank. The club/affiliate is not a vendor.

Revised 3/12/2015





Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name

Purchaser's type of business

Street address

City, state, ZIP code

Signature

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

Dear 4-H volunteer,

Thank you for taking the time to complete this form to account for your club's yearly financials. Please carefully read the following information to assist you in filling out this form correctly. Additionally, the following information will provide guidance on how to submit the form to your county's 4-H office. Please note that this form must be completed for each calendar year's bank transactions for your club. This form must be completed by January 31 of the following year. (Example: if you are reporting on the financials of your clubs for calendar year 2015, this form is due no later than January 31, 2016).

COMPLETING THE MANDATORY FIELDS

Several fields on this form are MANDATORY. Several buttons ('Save As,' 'Print,' 'Hide account information,' and 'Email' buttons) are NOT visible on the form until all the mandatory fields are completed. The mandatory fields (indicated by a red asterisk, *, on the following pages) include:

Club / Affiliate Information	Bank Information
<ul style="list-style-type: none"> • Program year • Club / affiliate name • County in which 4-H club is based • Name of person completing this 'Ohio 4-H Club / Affiliate Yearly Financial Summary Form' (i.e., YOU!) 	<ul style="list-style-type: none"> • Bank name • EIN • Account number • Bank address • (Bank) state • (Bank) zip code • Account signer name(s) <i>You must provide at least one name, but you SHOULD list all names that are designated signers for the account you are describing.</i> • Beginning account balance as of January 1 <i>This should be the amount that was in your account as of January 1 of the program year for which you are reporting.</i>

TABLES: ADDING AND DELETING ITEMS

Please note that the form has three tables -- one for account signer names, one for club / affiliate income, and one for club / affiliate expenses. Each of these tables can "grow" -- you may add more lines (as many as necessary) to the table by clicking the "Add..." buttons near the top left of each table. You are expected to list ALL transactions that appear on your bank statement for the calendar year. To remove the last row in a table, click the "Remove last ... from list" button. *****NOTE: once the "Remove" button has been clicked for a table, the last item will disappear. THIS IS NOT AN ACTION THAT CAN BE UNDONE!!! Please exercise caution when using this button.*****

VALIDATING THE FORM / CHECKING FOR COMPLETED MANDATORY FIELDS

Once you have completed ALL mandatory fields and filled in the appropriate information on the form for your club / affiliate for the program year, click the "Validate" button (which will be at the end of the last page of this form). The form will verify that you have completed all mandatory fields. If you pass the verification, the "Print" button will appear, as well as fields and buttons to hide / show the EIN and account number fields.

You must HIDE the account number and EIN fields before you can email the form, to add extra security during electronic file transmission. In the "Enter password to lock account information" field, type the following password: HideAccount! (The field IS case-sensitive. Please note the capital H and capital A). Click the "Lock account information" button. The account number and EIN fields will be invisible on the form. When the form is received by your county's 4-H professional, they have the password to unlock and display the EIN and account number fields. The email buttons will now appear next to the hide / show account info fields.

SAVING THE FILE / NAMING THE FILE

Before you can email the form, you will be prompted to "Save As." PLEASE use the following structure when naming your file in the "Save As" process (please note that this filename matches the filename that appears in the footer of the summary page(s)):

YYYY_Ohio4-HYearlyFinancials_XXXXCounty_XXXX

(For the YYYY, you should list the YEAR for which you're reporting (this should match the value you enter in the "Program Year" field of the form. You should insert YOUR county name for the XXXX before County in the filename and YOUR club / affiliate name in the XXXX at the end of the filename).

Also, please refer to the text below the "Validate" button, that shows how you should name your file.

SUBMITTING THE FORM ELECTRONICALLY (VIA EMAIL)

---> IF YOU ARE USING MICROSOFT OUTLOOK / EUDORA / MAIL (desktop-based email programs): click the "Email via DESKTOP APPLICATION (Outlook, Mail, Eudora...)" button. You will first be prompted to save your file. Please save it in a location on your hard drive (or desktop) where you can easily find it again. Next, select the top option from the pop-up window, "Desktop Email Application". A new email will be created in your desktop-based program, with the email address (TO), subject line, body, and attachment already completed. Click "Send" to finalize form transmission.

---> IF YOU ARE USING AN INTERNET-BASED EMAIL PROGRAM (Yahoo, Hotmail, Gmail, etc): click the "Email via INTERNET (Hotmail, Gmail, Yahoo, etc...)" button. You will be prompted to save your form. Be sure to choose a location on your computer that you can easily find when ready to attach the form to your email. Open the internet and login to your email account. Create an email to the appropriate county email address (see the list on page 2). For the subject line of your email, please type the following: "Ohio 4-H Club / Affiliate Yearly Financial Summary, XXXX County, XXXX Club" (where you will substitute YOUR county name and club name for the Xs). Don't forget to attach your saved copy of this file to the email!!! Send.

ohio4h.org



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity

*Program Year: *Club / Affiliate Name:

*County in which 4-H club is based:

Bank Information

*Bank name: *EIN: *Account #:

*Bank address:

*City (of bank): State: *Zip Code:

*Type of account: ☐ Checking ☐ Savings ☐ Other

Signer Name

****At least ONE name is required. List ALL names authorized as signers for the above account.**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

* Beginning account balance as of January 1, (should match bank statement):

Club / Affiliate Income

Income Description (i.e., club dues, fund raisers, club premiums, etc.)

Income Amount

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Total Income:

Club / Affiliate Expenses

Expense Description (i.e., project books, member fees, booth supplies, awards, etc.)

Expense Amount

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Total Expenses:

Ending account balance as of December 31 (should match bank statement):

*Name of person completing this Ohio 4-H Club / Affiliate Yearly Financial Summary Form:

4-H Club/Affiliate Audit Procedures

Because 4-H clubs are nonprofit and held to the standards of the Internal Revenue Service 501c3 determination, it is important that the finances for each club and group go through an audit. This practice of auditing protects the club or affiliate and the treasurer themselves.

Key Definitions

1. **4-H Club:** a group of 4-H members with an approved volunteer, EIN, checking account, etc. This group should conduct a yearly financial review and may use internal or external audits (or emergency audit when needed). It is recommended to have an annual or yearly financial review, internal audit once every three years, and an external audit conducted at least once every six years.
2. **Affiliate:** a non-4-H club that is affiliated with Ohio 4-H such as a 4-H council, county wide committee, etc. This group should conduct an internal audit annually and external audit (or emergency audit when needed) every three years or if there is a change in treasurer. Emergency audits should be conducted when needed.
3. **Yearly Financial Review:** An annual review of 4-H club / affiliate finances. A Financial Review Committee should be formed to conduct a review of club financial transactions and records for the year. The committee should consist of two adults (advisors or parents) and two members. No one on the committee should be from the treasurer's family or be a signer on the account. Refer to the *Ohio 4-H Treasurer's Record Book* for more information.
4. **Internal Audit:** Audits should be conducted every three years for clubs and affiliates who have combined income/outcome of \$5,000 or more annually. These should be conducted by a minimum of four individuals. It is suggested to have two advisors, two non-volunteer parents or two members. No one on the committee should be from the treasurer's family or be a signer on the account. Other individuals to involve may include the president or other officer, a 4-H volunteer from another club, or someone recommended by the county 4-H professional. The audit committee should review records since the last internal or external audit (3 years).
5. **External Audit:** External audits should be conducted by a minimum of four individuals identified by the 4-H professional to serve as an audit standing committee. Members should be unrelated from those who have been handling the funds and/or serve as a signer on the account that is being audited. These may include local OSU Extension staff, 4-H volunteers or qualified community partners. While the treasurer should not be a member of the audit committee, they should be present during the review to answer any questions or provide documentation. A Certified Public Accountant could be used in place of this four-person committee. The audit committee should review records since the last internal audit (3 years).
6. **Emergency Club/Affiliate Audits:** Should be conducted anytime there is a concern of mishandled funds. Emergency Audits should be conducted by the county 4-H professional under direction of State 4-H Staff.



Audit Steps

The following steps should be taken when conducting an audit. Follow the *Ohio 4-H Clubs and Committees Annual Financial Review & Audit* form when completing the audit to indicate when items have been reviewed and findings or recommendations for future years.

1. Secure all financial records (check register, cancelled check images, bank statements, written record (ledger, spreadsheet, or report), purchase receipts, deposit slip receipts, cash income receipts, treasure's book, club minutes) for the calendar year(s) being audited.
2. Review the checklist in the *Ohio 4-H Clubs and Committees Annual Financial Review & Audit* form and indicate if the item is correct or not.
3. Whoever conducts the audit should complete the *Ohio 4-H Clubs and Committees Annual Financial Review & Audit* form, including completed checklist, signatures, date of completion, comments or recommendations. After the form is completed, make sure to:
 - Report to the membership of the 4-H club/affiliate the state of the past year's records.
 - Include a copy with the treasurer's book.
 - Submit the form to the county extension office.
4. Complete and submit the 4-H Club/Affiliate Yearly Financial Summary by the county deadline.

Reference:

UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*
<https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf>

Ohio 4-H Clubs and Committees Financial Summary & Audit

**Complete and Return a Copy to the _____ County 4-H Office by _____.
(county specific due date, but no later than January 31 on the year it's due)**

Maintain A Copy with Your 4-H Club or Committee Financial Records!

The following form should be completed when conducting an audit. Make sure to follow the Audit Steps outlined in the *4-H Club/Affiliate Audit Procedures* guidelines.

Name of 4-H Club or Committee: _____

EIN Number: _____ Date of Reviewed/Audited: _____

List all Signors on the Account (Minimum of 2)

1. _____ 2. _____

3. _____ 4. _____

Name of who receives bank statements or has on-line view only access:

Name of Club/Affiliate Treasurer:

Accounts Reviewed:

Type of Account	Bank Name	Bank Address	Balance as of 12/31
Checking			
Savings <i>(would be an option for affiliates)</i>			
Other <i>(would be an option for affiliates)</i>			

Reference:

UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*

<https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf>

Checklist of items to complete: The purpose of this checklist is to assist the 4-H youth treasurer, the adult volunteer working with the 4-H club or group finances and the auditors in their review. All items that have been marked, 'no' need to be corrected and explained in the comments or recommendations section.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	All 4-H accounts and funds are in an approved FDIC financial institution.
<input type="checkbox"/>	<input type="checkbox"/>	The treasurer has kept a separate written record of the group's income and expenses (a ledger, spreadsheet, or report).
<input type="checkbox"/>	<input type="checkbox"/>	All checks have correct signature(s), payee name, amount written out numerically and in words. When it is necessary for check(s) to be written to a signatory on the account, the check(s) should be signed by someone other than the signatory.
<input type="checkbox"/>	<input type="checkbox"/>	All checks written, including voided checks, are accounted for in the checkbook written record (ledger, spreadsheet, or report).
<input type="checkbox"/>	<input type="checkbox"/>	Documentation (invoice, cash register receipt, request for payment form) matches to each cancelled or electronic check images.
<input type="checkbox"/>	<input type="checkbox"/>	All receipts/expenditures match bank statements and are recorded on the written record (ledger, spreadsheet, or report).
<input type="checkbox"/>	<input type="checkbox"/>	Donor records match recorded receipts. (If not, document any differences.)
<input type="checkbox"/>	<input type="checkbox"/>	Deposits are one week or less for the dates of income receipts to dates of deposits. (Document any extended delays of more than a week.)
<input type="checkbox"/>	<input type="checkbox"/>	For affiliates: If certificates of deposit are owned, they are still on deposit with the bank. If no longer on deposit, the proceeds have been deposited in the checking account. Clubs should not hold CDs.
<input type="checkbox"/>	<input type="checkbox"/>	When comparing receipts/expenditures to budget, the level of activity appears to within the approved budget or included as approved in the meeting minutes.
<input type="checkbox"/>	<input type="checkbox"/>	When reviewing the numerical sequence of canceled and unused checks, all are accounted for. (If not, list any missing checks.)
<input type="checkbox"/>	<input type="checkbox"/>	Bank statements are reconciled with the checkbook each month and the checkbook is balanced.
<input type="checkbox"/>	<input type="checkbox"/>	There are not any checks that are outstanding. (If there are outstanding checks, list the number and date of issue.)
<input type="checkbox"/>	<input type="checkbox"/>	When viewing a select sample of 25% of expenditures, the expenditures were authorized according to the minutes.
<input type="checkbox"/>	<input type="checkbox"/>	Bank statements match all financial record balances (in the treasurer's reports, ledgers, spreadsheets, or report, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	The beginning balance on the Annual Financial Summary matches the previous year's ending balance (as of December 31) on the bank statement and/or other records.
<input type="checkbox"/>	<input type="checkbox"/>	The ending balance on the Annual Financial Summary matches the ending balance of the written record (ledger, spreadsheet, or report).
<input type="checkbox"/>	<input type="checkbox"/>	Any errors in addition or subtraction have been corrected on the Annual Financial Summary and in the financial records.
<input type="checkbox"/>	<input type="checkbox"/>	If funds being carried forward into the new program year are greater than the club's/affiliate's average annual expenses, an approved (no more than 5-year) plan, (by the county 4-H professional) is in place to spend down the funds.
<input type="checkbox"/>	<input type="checkbox"/>	Those completing the audit are at least four persons not related to the treasurer or persons on signature with the 4-H accounts.

Reference:

UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*
<https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf>

Provide mathematical accuracy of records:

Checking Account Balance 12/31/previous year	_____
+ Receipts During current year	_____
- <u>Expenditures During current year</u>	_____
Balance 12/31/current year	_____

If there are outstanding checks or pending refunds, please include here. Specify non applicable, if not. _____

Check all that were used for this review/audit:

- ☐ Bank Statements
- ☐ Cancelled or Electronic Images of Checks
- ☐ Checkbook Registry
- ☐ Deposits
- ☐ Meeting Minutes
- ☐ Receipts
- ☐ Record of Financial Transactions/Ledger/Computer Accounting Record/Written Report
- ☐ Treasurer's Reports
- ☐ Other _____

Please list any comments or recommendations. Specify any discrepancies and/or recommendations for how to better keep track of financial records in the future. If an item received a 'no' on the checklist, specify how to correct this in the future. Attach additional pages as needed

Names and Signatures of Audit & Review Committee Members:

Print Name	Signature	Date	Role with club or affiliate

Reference:

UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*
<https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf>