



Standard Requirements for 4-H Community Group

From Every 4-H Youth Member (ages 5-18)

- ***Annual Forms including:***
 - Photo Release form
 - Health and Standard of Behavior Form
 - 4-H Enrollment Form

- Assumption of Risk Forms for appropriate activities

From Every 4-H Volunteer (all adults working with 4-H youth more than 8 hours/year)

- Volunteer Application packets – *one time*
 - Volunteer application
 - 2 reference forms
 - Supplemental Application Form for Positions Requiring SBI Checks
 - Adult Standards of Behavior
 - Assurance of Non-Discrimination Statement
 - Photo Release

- Assumption of Risk Form for appropriate activities

- ***Annual Forms***
 - Volunteer Enrollment Forms - must have completed VOLT
 - Photo Release
 - Assurance of Non-Discrimination Statement

From Community Group Leaders

- Master list of members and volunteers.
 - Indicate members/volunteers who are enrolled in 4-H and what county they are from.
- Reporting Form including
 - total number of hours (which includes youth and volunteers time)
 - topics covered
 - Quarterly Evaluations to be provided county 4-H staff, based on group plan of work

- Club Schedule for the Semester and Plan of Work
- Monthly Financial Records
- Choose a name that includes 4-H and does not leave any groups out.
 - For example, 4-H Creativity Group is appropriate. 4-H Homeschool Group is not appropriate.
- Attend one meeting per semester with county staff

Annual Recommendations

- Public Demonstration (can be individual or as a group)
- Service Project (can be individual or as a group).
 - *For both of these, indicate time spent and participation in your reporting.*

** Project record completion is required for members to be eligible for county events such as the Topsham Fair and annual achievement night**