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*