



STARTING UP YOUR CLUB

Start Up Packet Includes:

Dates and Deadlines
Current Club Leader List
Club Information Form
4-H Club Goals Worksheet
Non-Discrimination Form
4-H Club Secretary's Report of Meeting Forms
Attendance Sheets for Club Meetings
Current Member Enrollment Packets (Enrollment, Health, Photo Release/Participation Forms)
New Member Enrollment Packet (Enrollment, Health, Photo Release/Participation Forms)
Current Volunteer Enrollment Packets (Enrollment, Photo Release, Behavior/Non-discrimination)

WHITE DOCUMENTS = Paperwork that needs to be submitted to the UMaine Extension Office (Attn: 4-H, 75 Clearwater, Dr. Ste, 104, Falmouth, ME 04105) by December 31st

Club Information Form: Complete this form as soon as possible and submit to the UMaine Extension Office. Sara uses these forms to update our website, and learn more about clubs to decide which would be the best fit for potential new members.

4-H Club Goals Worksheet: You will find it helpful to make a plan of goals for your club. Please complete this form and submit it to the UMaine Extension Office and keep a copy for yourself. This will help us supply you with resources or notify you of opportunities pertinent to your activities.

Nondiscrimination Form: Complete this form and submit to the UMaine Extension Office with the Club Information Form. (The 4-H Leader signs this form for the club) It states that as a 4-H club, you will not willfully discriminate in your membership. This form is required for our Civil Rights file.

Enrollment Forms: Double-sided! (Every club member must re-enroll every year by Dec. 31) The re-enrollment forms are enclosed for your returning members. Members in multiple clubs will have one re-enrollment form per club. Also enclosed are blank enrollment forms for any new 4-H'ers. Have each member complete one form and send it to the office and keep a copy for yourself. The Extension Office will send you a roster in the spring so that your families can update information and you can make sure that we have all of the correct names in our database. Volunteers also need to complete an enrollment form every year. New volunteers must complete a volunteer application and the volunteer training process before filling out a volunteer enrollment form.

Enrollment Directions:

- Complete all information neatly and legibly.
- *Collect appropriate signatures:* 4-H member & parent/guardian.
- ***E-mail addresses are very important!***
- Write in the name of the projects on the enrollment form (or, if a project is already listed, check those projects that the member will continue in the next 4-H year).
- *Remember: Youth will not be considered properly enrolled 4-H members until the Extension office receives an enrollment form for the current year.*

Photo Release/Participation Agreement Form: Double-sided! Each member needs to sign a copy of this form and submit it to the UMaine Extension office with their enrollment form. Should members/parents/guardians choose not to sign a photo release please still include the form with the member's name on it and a note saying "No Photos." Volunteers must also sign a photo release and standards of behavior/non discrimination form.

Health Forms: Health forms need to be turned into the UMaine Extension office with all other enrollment paperwork. These will be copied and mailed back to the leaders. It is good idea to keep this information with your 4-H first aid backpack. We have a couple extra first aid packs left in the office if your club needs one, just let Sara know.

PINK DOCUMENTS = Paperwork that needs to be kept by the leader for club records.

4-H Club Secretary's Report of Meeting Form: Report the secretary takes of each meeting. This remains with the club's records.

Attendance Sheet: For your club records – to be used at each meeting.

Not Included in this Start Up Packet:

Treasurer's Report - A book in which to keep your club's financial records. Please contact the UMaine Extension if you would like a treasurer's book (limited quantities available).

Supplies and Books – You can get 4-H project books and 4-H supplies at the 4-H Shop online (shop4-h.org/). They have key chains, flags, books, and more. We encourage you to view the 4-H project books at the Extension office before you make your order.

4-H Club Planning Worksheet: You may find it helpful to make a plan of activities for your club. This form may be found at umaine.edu/cumberland/4h/start-up/.

How to Plan a 4-H Club Business Meeting: This form has a sample agenda for club business meetings and includes the 4-H pledge at the bottom. The form can be found at umaine.edu/cumberland/4h/start-up/.

"Yes, I'd Be Glad to Help" Sheet: Is a check-off sheet for parents to indicate how they would like to be involved with the Club. Use this for club leader reference only. This form can also be found at umaine.edu/cumberland/4h/start-up/.

Report of a 4-H Meeting Form: - This form is no longer in use. Please continue to have club secretaries fill out the Secretary's Report and if your club would like to submit information about club meetings or special events to the County 4-H newsletter, secretaries should email Sara Conant with that information. All newsletter submissions must be received by Sara by the 24th of each month. This information is important for two reasons, 4-H Club Members learn life skills of record keeping and responsibility, and information and ideas are shared with other 4-H Clubs. Please email sara.conant@maine.edu with monthly newsletter submissions.