STARTING UP YOUR CLUB

Start Up Packet Includes:

Dates and Deadlines
Club Information Form
4-H Club Goals Worksheet
Nondiscrimination Form
Enrollment Form
Health Form
Photo Release Form/Participation Form
4-H Club Secretary’s Report of Meeting Form
Attendance Sheet for Club Meetings
“Yes, I’d Be Glad to Help” Sheet

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

Club Information Form: Complete this form as soon as possible and submit to the UMaine Extension Office. Only one copy is needed for the submission, but the club leader should keep a copy for the club’s records. Sara uses these forms to learn more about clubs and 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. 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 should only have one re-enrollment form. The database does not recognize secondary or primary clubs so which one of a member’s clubs their form is with is random. 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 VOLT process.

Enrollment Directions:
- Complete all information neatly and legibly.
- Collect appropriate signatures: 4-H member, parent/guardian, 4-H Leader. On a few forms, the leader signature may be cut off – just sign below the parent/guardian line.
- 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 for this 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.
**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. A good idea is to keep this information with your 4-H first aid backpack.

**BLUE DOCUMENTS (printed on blue paper) = 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. Written explanation of how to fill out the Secretary's report is on the backside of the form.

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

**“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.

**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).

**4-H Officer's Handbook** – This handbook will be distributed at the Leadership Training in December. If your club would like it now just give the UMaine Extension a call at 207-781-6099.

**Supplies and Books** – You can get 4-H Project Books and 4-H Supplies at the 4-H Mall online (www.4-hmall.org). 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. Any publications can be ordered at cost.

**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 http://umaine.edu/cumberland/programs/cumberland-county-4-h/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 http://umaine.edu/cumberland/programs/cumberland-county-4-h/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.

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