**Forms and Handouts**

This section houses hardcopies of frequently used forms and handouts, and those referenced in the Handbook, for the printed version; and

links, including our 4-H forms library, for the online version.

[umaine.edu/4h/volunteers/resources/forms](http://umaine.edu/4h/volunteers/resources/forms/)

4-H Member Enrollment

4-H Program Participation Permission, Agreements and Health

4-H Volunteer Application

4-H Volunteer Enrollment

Assurance of Non-discrimination

Photo Release

Project Records

Volunteer Standards of Behavior

Risk Management Checklist

[umaine.edu/4h/volunteers/resources/policies-procedure-and-guidelines/table-of-contents/policies-for-volunteers/#1.7](http://umaine.edu/4h/volunteers/resources/policies-procedure-and-guidelines/table-of-contents/policies-for-volunteers/#1.7)

Eight Essential Elements of 4-H

[nifa.usda.gov/sites/default/files/resource/Essential\_Elements.pdf](http://nifa.usda.gov/sites/default/files/resource/Essential_Elements.pdf)

4-H Life Skills – Definitions and life skills wheel

[nifa.usda.gov/sites/default/files/resource/Targeting%20Life%20Skills.pdf](http://nifa.usda.gov/sites/default/files/resource/Targeting%20Life%20Skills.pdf)

**4-H Club Meeting Format**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Call to order - President
2. Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)

What: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Led by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Roll call topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Reading of Minutes
3. Treasurer’s Report
4. Reports of Committees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Unfinished business
2. New business
3. Adjournment of business meeting
4. Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Demonstrations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Talks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (films, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Recreation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Led by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other special features or assignments:

**Parents & Members: Please Read**

**4-H CLUB POLICIES**

**Privileges of Membership** – All members in good standing who have been enrolled for at least four months are eligible to participate in all 4-H activities that are suitable for their age and capabilities. Clubs may participate in county and state events if they have been actively meeting the “4-H Club Standards” during that 4-H year. For example, we require that clubs must have held at least six meetings since October 1 in order to participate in 4-H Horse Camp in June. (The “4-H Year” is October 1 – September 30.)

**Attendance at 4-H Activities** – 4-H requires the commitment of both members and parents to get members to meetings and other 4-H events. One of the life skills 4-H teaches is responsibility, so we expect that leaders, members and parents will all take **mutual responsibility** for knowing club policies and the dates and times of meetings. Our intent is to encourage member commitment and participation in club activities while recognizing that members have a life outside of 4-H.

Our “Club Standards” state that, “To remain in good standing, members must **attend at least 75% of club meetings**.” Some clubs meet monthly, others meet weekly; some meet in the summer, and some do not; some consider county events as “club meetings.” So in one club, a member may miss six “meetings” and still be in good standing, while in another club, a member may lose “good standing” status after missing only two or three events. It is up to the leaders, members and parents to communicate with one another so that all members and parents know the club’s schedule and attendance policy.

It is **county** policy that members be excused from club activities in order to participate in events related to their 4-H club or project work, **if they have prior permission** from their club’s principle leader. For example, a member could be excused while attending a State or National 4-H event; a dairy member could miss a meeting to take part in a dairy related activity, such as a dairy show at a fair, a feed seminar on ITV, or a veterinary science workshop in the next county; or a member who is on her school swim team and has to practice every day after school, November to April, would be excused for missing after school meetings if she were enrolled in a “swimming,” or “sports,” or “fitness,” or related project. To be excused, members must be **participants**, not just observers, in the alternate event and must have prior permission from their principle leader.

**Eligibility** – All members in good standing may participate in all 4-H activities that are suitable for their age and capabilities. Members who become ineligible to participate in 4-H events in one club remain ineligible for the remainder of that 4-H year. If they change clubs or become “Independent” members, their eligibility record stays with them until the new 4-H year begins the following October 1.

Principle club leaders are expected to make fair decisions about these policies and to keep members, parents and the Extension office informed **in writing** if a member’s “good standing” status is threatened. Members are expected to know their schedule of club meetings to actively participate in the club.

**SURE, I'D LIKE TO HELP –**

**THE INTERESTED 4-H PARENT, GUARDIAN or FRIEND**

Parent interest and participation helps the leader's job be more rewarding and the workload much easier. Leaders can kindle the 4-H fire, but family encouragement makes it burn brightly.

Please check activities you are willing to help with or willing to do:

\_\_\_Open home for an occasional meeting

\_\_\_Provide light refreshments (Your child serves them; a committee helps with clean up.)

\_\_\_Share a special interest or hobby with 4-H (please list)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Assist with 4-H projects or activities (please list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Help with transportation to 4-H meetings or events

\_\_\_Assist with fundraisers

\_\_\_Record Keeping

\_\_\_Judging

\_\_\_Enrollment/registration

\_\_\_Recruiting members

\_\_\_Coordinating parent group

 \_\_\_Recognition of members

\_\_\_Assist with Community Service

\_\_\_Program planning

\_\_\_Demonstrations

\_\_\_Field trips/tours

\_\_\_Camping & outdoor activities

\_\_\_Fairs

\_\_\_Project leader for

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project

\_\_\_Other (please list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The child's success and growth as a 4-H'er largely depends on family encouragement and involvement. Please join us!

Thank you!

**THIS SECTION RESERVED FOR COUNTY-SPECIFIC INFORMATION**

**Including Leaders’ Association information, county events, etc.**

**Please connect with county 4-H staff for these resources.**

**NOTES**