Criteria for 4-H Youth Development Programming Including 4-H Clubs

Both National and State 4-H Headquarters, located at USDA Cooperative State Research Education and Extension Service (CSREES) and the Clemson University (CU), have policies governing 4-H clubs. These policies govern all youth development programming delivered through 4-H.

- 4-H programs, curricula, and procedures are based in research and are developmentally appropriate.
- 4-H programs are based on the needs of children, youth and their parents.
- 4-H provides access to resources of the Land Grant University Cooperative Extension System.
- 4-H provides members access to county, state, and national 4-H opportunities.
- 4-H membership is open to all youth.
- 4-H programs employ experiential learning strategies.
- 4-H encourages active involvement and participation by children, youth and adults in all aspects.
- 4-H relies heavily on youth and adult volunteers or staff to provide a critical support system.
- 4-H provides training for volunteer and staff recognizing that training is essential for effective 4-H programs.
- 4-H adapts to and supports mobility of children/youth and parents.
- 4-H clubs comply with national 4-H name and emblem policies and policies of the state.
What is a 4-H Club?

The 4-H club serves as the primary means of providing youth development programming in 4-H. It has the advantage of long-term involvement with the support of “caring” adults. 4-H clubs are organized and supported to provide community based positive structured learning opportunities for youth throughout their developmental years. Surveys of youth who have been involved in out-of-school youth programs report the importance youth place on knowing that programs will continue over many years. Youth are reluctant to take ownership in groups or establish relationships with volunteers when they appear temporary. While other 4-H delivery methods are effective, the more in-depth experiences occur in and through the club.

The goals and structure of 4-H clubs vary according to the needs of the members they serve. Some clubs offer one project topic that the entire membership experiences together at the club meeting. Others offer a selection of projects delivered through project meetings held at times outside the club. Some clubs have a singular focus such as community service clubs, or they serve a specific audience such as tribal reservation clubs, after school or home school youth. Yet, there are components and characteristics common to all 4-H clubs and these commonalities provide the definition of a 4-H club.

A 4-H Club:
- Is an organized group of 5 youth from 2 families.
- Has a planned program that is ongoing throughout all or most of the year.
- Is advised by adult staff or volunteers.
- Elects officers.
- May meet in any location.
- Includes opportunities to learn skills through a wide variety of project experiences.
- Offers opportunities for leadership, citizenship/community service, and public speaking.

Who can join?

Youth ages 9-18 (as of January 1 of the current year) are eligible to be 4-H members in South Carolina. Organized clubs may serve youth across the age span of 5 to 18. Counties in South Carolina have the option to support younger members (5 to 8 years) called Cloverbuds. These clubs require additional volunteers, especially to support the younger youth, ages five to eight. Where these clubs exist, they focus on cooperative learning and do not participate in competitive events.
Types and Characteristics of Clubs

Organized 4-H Clubs
The 4-H club is one of the most effective methods used by the 4-H program. 4-H clubs are organized groups of boys and girls supported by adult volunteers. The 4-H club conducts meetings and activities throughout the year — usually holding six or more official meetings annually.

Club meetings typically include:
- the conducting of some business by the officers,
- an educational program, and
- a group team-building or recreational activity.

The club frequently includes opportunities for leadership, citizenship, and public speaking. It may meet in any location and is authorized through the county and state Extension Office to use the 4-H name and emblem.

In all clubs, members are encouraged to learn and participate in one or more projects. Additionally clubs do a community service activity or service-learning project during the 4-H year. All clubs require at least one designated adult club volunteer.

There are different methods and locations of organizing 4-H clubs. Clubs may be formed in communities, in schools, in after-school settings, or on military installations. Two distinctive types of methods or organizational structure exist: clubs where youth have multiple interests or singular focus. Either type of club should provide an opportunity for youth to plan and conduct their own program with the guidance of adult volunteer(s) or have input into what they want to learn within a project focus. These clubs usually have elected youth officers, develop their own club name, create their by-laws and learn to govern themselves.

Multi-Project or General Club
The multi-project or general club: (1) meets regularly to conduct a business meeting; (2) provides an educational program or activity (often by the youth themselves); (3) addresses county and community issues through community service-learning projects and (4) offers a selection of projects delivered through project meetings held at times outside the club meeting. This format provides a wider choice of learning experiences for the 4-Her, but requires more volunteers for the additional project meetings. It is more complicated than single project clubs to manage.
**Project Clubs**
Clubs that are referred to as project clubs (1) meet regularly, (2) conduct a business meeting, (3) address county and community issues through service, and (4) focus on one project for the entire membership. In a single-project club, all the members are enrolled in the same project; they may be active in more than one project club.

**Supplemental Learning Activities**
In addition to the many activities scheduled in club meetings, 4-H members in all clubs are provided access to additional structured learning opportunities though:
- Community Service-Learning projects;
- Day Camps;
- Overnight camping;
- Trips;
- Events and Activities:
  - Competitive Events and Activities (fairs, judging etc.) and
  - Non-Competitive Events and Activities (clinics, workshops, lock-ins, retreats, seminars, etc.).

**Club Program Support Materials**
These or other materials may be available from your local 4-H office for club support each year.
- Club Secretary’s Book
- Club Treasurer Book
- Club Financial Handbook
- A Guide for Club Officers

**Checklist for Annual Club Re-enrollments**
- Youth membership forms (completed by each member - signed by parents) to select projects
- Volunteer enrollment forms (completed by each volunteer) to update roles/contact information
- Annual Charter Request form (signed by leader)

Your county may provide these forms to you or ask you to complete them via the South Carolina 4-H Online enrollment system. Check with your county for the enrollment process.
Starting and Maintaining 4-H Clubs

Enrollment Procedures
Enrollment of clubs and all members and volunteer leaders is required for participation. The 4-H program/enrollment year operates from September 1 through August 31. This enrollment is done through the county and submitted to the State 4-H Headquarters. South Carolina 4-H uses a computer enrollment system, called 4-H OnLine which means the forms must be filled out completely and accurately. Check with your county office for procedures.

Establishing and Chartering a 4-H Club
South Carolina has established criteria for enrolling as an official 4-H Club. Official enrollment as a 4-H Club and receipt of a 4-H Club charter gives the club the authority to use the 4-H name and emblem. Clubs must be chartered through a request to the local Extension Office, meeting the minimum criteria and receiving written approval. Criteria for clubs in South Carolina are as follows:

- The club has five members (from at least two families) with completed enrollments.
- The club is organized with youth officers or defined youth leadership roles.
- There are one or more appointed club volunteers, following application, screening and training.
- An initial meeting place is secured for at least several consecutive months.
- An official non-discriminatory club name is chosen.
- Club rules, which may be in the form of by-laws, are established.
- At least six or more regular meetings, plus project meetings, are scheduled.
- A written educational plan/calendar for the club program and activities is presented to the county 4-H office (draft is okay).
- Follows the affirmative action policy of the Cooperative Extension Service.

A copy of the club enrollment is kept on file with the County Extension office. When requesting a Club Charter, the New Charter Application Form should be completed by the Club Secretary and signed by the Club President, Club Organizational Leader, and Extension Faculty. Once completed, the Extension Faculty will then forward the request to the State 4-H Headquarters. This form, provided on the next pages, can be found at the South Carolina 4-H website, listed at the front of this document.

Official Chartered 4-H Clubs can use the name and emblem of 4-H. Individual clubs may have continuous use of their charter over many years, however, an Annual Request for Charter is required from all clubs. This form (page 7) can be obtained from the SC 4-H website. Counties usually require this form to be completed upon the re-enrollment of individual members annually during the fall. The annual 4-H calendar follows a program year operating September 1 - August 31. A letter from the County Extension Office will acknowledge continued club status annually.
NEW 4-H CLUB CHARTER APPLICATION
(to be completed by Club Secretary)

Name of 4-H Group ____________________________________________

Type of 4-H Group ____________________________________________
(4-H Project Club, 4-H Special Interest Group, General 4-H Club)

Community/School County
__________________________________________________________

Purpose of Club ____________________________________________

Name of Club Leader _________________________________________

Date Organized ______________________________________________

President: Name _____________________________________________
   Address ________________________________

Vice President: Name _________________________________________
   Address ________________________________

Secretary: Name _____________________________________________
   Address ____________________________________________

Signed by: ________________________________

Club President ______________________________________________

Club Organizational Volunteer(s)
__________________________________________________________

4-H Agent ________________________________________________

Date of Application _________________________________________

Attachments:
___ Club Program Plan with meeting dates and locations
___ Roster of Club Members
___ Signed Charter Request Form
___ Club By-laws/Rules
___ Club Officers/Defined Youth Roles

Submit to your County 4-H Office
ANNUAL REQUEST FOR CLUB CHARTER

Due: __________ County Extension Office __________________________

Name of Club: __________________________________________________

Type of Request:  □ Establishment of a new club  
 □ □ Continuance of: ________________________________

Purpose of Club: to carry out a continuous 4-H club program, servicing the needs 
of youth in ______________________ County.

Name of Club Leader: __________________________________________

AGREEMENTS:
I understand that if this club disbands during my leadership, all property and funds 
of this club or group shall be returned to the County 4-H Program Leader. If the 
group continues, it shall be turned over to the new club leader.

It is the policy of ______________________ of the __________________County 
(Club Name) (County) 
Extension Service, 4-H & Youth programs, that all persons shall have equal 
opportunity and access to its programs and facilities without regard to race, color, 
religion, gender, sexual orientation, national origin, or disability.

Number of youth enrolled in this club: ______Hispanic ______Non-Hispanic 
____Black ____White ____American Indian ____Asian/Pacific Islander ____Other

Club Leader: ____________________________________________ Date: __________
(Signature)

** The approval below will be granted upon receipt of this form for all clubs with 
minority enrollment. Clubs not meeting this requirement will be notified and will be 
required to conduct All Reasonable Efforts between the dates of September 1 and 
December 31.

OFFICIAL APPROVAL FOR 4-H CLUB OR GROUP: On the basis of the above 
purposes, and having fulfilled the Affirmative Action requirements, the 
______________________________ is authorized to use the 4-H name and emblem in connection with its program and activities and is considered 
an official 4-H club of the Cooperative Extension Service.

Signed: ___________________________ County 4-H Program Leader
Maintaining a 4-H Club

Enrolling Members
Youth may join 4-H at any time and clubs may be formed throughout the year. Enrollment of new members and volunteers who join the club during the year can be submitted immediately electronically or in print form to the county 4-H office by the club volunteer. However, many counties promote and recruit new members and “re-enroll” clubs and their membership each fall. Annually, an “enrollment due date” for returning members of 4-H Clubs will be determined by the county 4-H faculty. Enrollment includes choices for projects, releases for use of photographs or program evaluation tools, and agreements for non-discriminatory membership. A state 4-H membership code of conduct/volunteer expectations must be read and signed and submitted with the enrollment. Samples of the Individual Youth Enrollment Form and 4-H Participation Form are located at the South Carolina 4-H website. Enrolling and re-enrolling may be done through the South Carolina 4-H online Enrollment System. Check with your County 4-H Agent for your county’s online enrollment procedures.

Eligibility for competition at fairs or exhibitions and some project involvement requirements are often determined by birth date as of September 1 of the current program year. Other requirements may also be in place at the county level. Competitive event guidelines and supporting information can be obtained from your County 4-H Extension faculty.

Enrolling Volunteers
South Carolina requires a screening and training process prior to serving as an official 4-H volunteer and working directly with youth. Position descriptions that outline leader responsibilities are usually provided. Every Extension volunteer who works directly with youth on a non-supervised basis or for an overnight situation must complete the 4-H Volunteer screening process as well as complete the Child Abuse Prevention and Reporting Training, Emergency Procedure Training and Basic Child Development Training.

The South Carolina 4-H Volunteer Application Forms are located at the South Carolina 4-H website listed at the end of this document or from your county 4-H Extension Office. Once a volunteer is appointed following screening, an annual enrollment form is used to provide updated information to the 4-H office. Enrolling and re-enrolling may be done through the County Extension Office. Returning volunteers must complete a disclosure statement in years 2 and 3 and another background check in year 4.

Throughout the year, youth, staff and volunteers who participate in special programs beyond the club level (e.g. County 4-H Camp, State 4-H Congress, State Leader’ s Forum, National Conferences) are required to complete additional forms related to the event.
ALL elements of this form must be completed by youth participating in clubs, field trips, events requiring group transportation, overnight activities and any other events sponsored through the 4-H Youth Development Program where it is deemed necessary by the adults (paid 4-H staff and/or registered 4-H volunteer leaders) responsible for the youth participants. **Be sure to complete all applicable parts and sign where requested.**

1) **INFORMATION ABOUT THE PARTICIPANT AND ACTIVITY**

Name __________________________________________ Age as of Jan. 1, 2016 ______ Birthdate ______________________

Address___________________________________________________________ County __________________________

City __________________________________________________ State ______________ Zip Code ______________________

Telephone ( ) ___________________ Cell Phone ( ) ___________ Wireless Provider ______________________________

Gender______________ Race_________________ Grade ________ School ________________________________

Father’s Name/Guardian ______________________________ Phone: Home ( ) (______) ___________________

Cell ( )

Mother’s Name/Guardian ______________________________ Phone: Home ( ) (______) ___________________

Mother ( )

E-mail: Father ( ) __________________________________________________________________________________________

Residency:

_____ Farm  _____ Rural/Town  _____ Town/City  _____ Suburb  _____ Central City

less than 10,000 10,000 to 50,000  over 50,000  over 50,000

Military Family (check all that apply):

_____ Active Army  _____ Army Guard  _____ Army Reserve  _____ Active Air Force

_____ Air Guard  _____ Air Force Reserve  _____ Active Navy  _____ Naval Reserve

_____ Active Marine Corp  _____ Marine Corp Reserve  _____ Active Coast Guard  _____ Coast Guard Reserve

4-H Clubs ______________________________________________________________________________________________

4-H Camps ______________________________________________________________________________________________

4-H Projects ______________________________________________________________________________________________

4-H Activities ______________________________________________________________________________________________

Membership Dues Paid?  Y / N  Cash/Check # ___________ Date ___________  Shirt Size:  YS  YM  YL  AS  AM  AL  AxL

Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer. Should you require special accommodations due to a disability, please notify our office prior to the event.
2) **PERMISSION FORMS**

**CLEMSON UNIVERSITY PARENTAL RELEASE OF LIABILITY FOR PROGRAMS**

In consideration for my child being allowed to participate in this CAMP/PROGRAM/PROJECT/CLUB, I the undersigned, acknowledge, appreciate and agree that:

1. This CAMP/PROGRAM/PROJECT/CLUB affords my child the opportunity to participate in activities, including, but not limited to recreation, cooking, science experiments, hands on activities, interaction with animals and other people, etc. There are inherent responsibilities for any risk of loss, property damage or personal injury, including death, which may be sustained by my child as a result of his/her participation.

2. I certify that I have adequate resources necessary (e.g., health insurance, etc.) to provide for and pay for any medical costs that may directly or indirectly result from my child’s participation in this CAMP/PROGRAM/PROJECT/CLUB. I agree to pay for any medical costs that exceed the limits of my insurance coverage.

3. I understand that activities for this CAMP/PROGRAM/PROJECT/CLUB may be physically strenuous and I know of no medical reason why my child should not participate.

4. I hereby release, waive, and discharge Clemson University and its Board of Trustees, its officers, agents, employees and representatives from all claims, demands, liabilities, rights and causes of action of whatever kind or nature, that may result from or occur during my child’s participation in this CAMP/PROGRAM/PROJECT/CLUB, whether caused by negligence of the UNIVERSITY, its Board of Trustees, officers, agents, employees or representatives or otherwise. I also agree to indemnify and hold harmless the UNIVERSITY for any loss, liability, damage or costs, including court costs and attorney’s fees that may occur as a result of my or my child’s negligent or intentional act or omission while participating in this CAMP/PROGRAM/PROJECT/CLUB.

**PHOTOGRAPHY CONSENT FOR MINORS**

I hereby grant permission to Clemson University, its employees or representatives, to take and use: photographs, videotape and/or digital images of my child for use in promotional or educational materials as follows: printed publications or materials, electronic publications or presentations, websites. I agree that my child’s name and identity (one must be checked):

- [ ] May be revealed
- [x] May NOT BE revealed

in descriptive text or commentary in connection with the image(s). I authorize the use of these images indefinitely without compensation to me. All negatives, positives, prints, digital reproductions and videotape shall be the property of Clemson University.

**PERMISSION TO TRANSPORT**

My child has my permission to be transported to and/or from one Extension program site to another program site with the understanding that they will be driven by Clemson Extension Agents or certified volunteers that have been approved to drive state vehicles and/or have certification to transport youth. (one must be checked):

- [x] Yes
- [ ] No

I have read the above Permissions and I hereby agree to the above releases.

Signature of Parent and/or Guardian __________________________ Date __________________
3) SOUTH CAROLINA 4-H BEHAVIOR AGREEMENT

The 4-H Code of Conduct outlined below is in effect for all youth activities involving Clemson University Cooperative Extension Service and the Department of 4-H Youth Development. It applies to all participants in 4-H activities, with participants defined as 4-H members of any age or grade, all other registered youth and adults, and all other individuals who take part and/or attend 4-H events.

Consequences of violation of the Behavior Agreement will follow county or state guidelines. Participants who fail to adhere to the 4-H Code of Conduct may be subject to a range of disciplinary actions. Immediate corrective action will be taken to ensure the safety and welfare of all participants at the event. Additional disciplinary action may be taken upon further investigation of the infraction or incident. Participants in county events shall be subject to policies developed at the county level. Participants in state and national events shall be subject to the policy and process outlined below.

If an individual continually disrupts the group or engages in illegal behavior, he or she will be given an opportunity to discuss the problem with the chaperones before more drastic action is taken. If, after discussion, the behavior continues, or in the opinion of the chaperones it would be detrimental for the individual to continue with the group, he or she will be sent home at the participant’s expense. Also, participants/parents will be financially responsible for any damage caused by the participant.

4-H Code of Conduct

1. The health, safety, and welfare of others must be respected at all times.
2. Appropriate language and behavior are expected at all times. Profanity, foul or abusive language, inflammatory statements, derogatory comments, or physical altercations toward any group or individual are not permitted.
3. Participants are expected to be present and participate at all scheduled program activities. Participants are required to wear name tags when dispensed.
4. All participants are expected to be on the site of the event at all times and to participate in assigned activities. Unauthorized use of vehicles during an event is prohibited.
5. Participants are responsible for following the instructions of all 4-H staff and event chaperones.
6. All behavior or language of a sexual nature at 4-H events is inappropriate and unacceptable. Dignified and respectable behavior is expected at all times.
7. Curfew hours must be strictly followed.
8. Boys are not to go in girls’ room and girls are not to go in boys’ rooms.
9. Behavior during unscheduled free time is subject to the supervision of 4-H staff and chaperones.
10. Dress code standards previously set for the event must be met by all participants (i.e., no sexually suggestive, culturally insensitive, tobacco or alcohol industry sponsored shirts, inappropriately cut shirts, shorts, pants or skirts, etc.).
11. Possession, distribution, or use of alcoholic beverages or illegal drugs is prohibited. Prescription drugs and over-the-counter medications may be dispensed by adult chaperones only with written authorization provided by the parent/guardian on the 4-H Event Permission Form for Youth filed for the event.
12. With the concern for the wellbeing of self and others, smoking and the use of other tobacco products is prohibited.
13. Care and respect for property, personal and institutional, is expected at all times. Theft, possession of missing property or damage to property is prohibited.
14. Unauthorized possession, distribution or use of weapons, ammunition or fireworks is prohibited.
15. Honesty is expected at all times from 4-H members. Dishonesty, cheating, plagiarism and forgery are inappropriate actions. I HAVE READ the Behavior Agreement and 4-H Code of Conduct above and discussed it with my son/daughter.

I understand and agree to the conditions set forth. I accept the cost and responsibility of having my son/daughter returned in the event it is necessary.

Signature of participant: _____________________________________________________________ Date: __________________________

Signature of parent/guardian: _____________________________________________________________ Date: __________________________
4) **HEALTH REPORT FORM** - Participant’s Name ________________________________

**Instructions:** Please provide health information for determining appropriate supervision, support and accommodations for the 4-H activities or events listed. A **parent or guardian must sign**. If the participant is a person with a disability and desires any assistive devices, services or accommodations to participate in this activity, please contact your local Extension office during business hours at least 7 days prior to the event to discuss accommodations. **Please print all information.**

**Parent/Guardian Identification**

Who has primary custody of participant? ( ) Mother ( ) Father ( ) Both ( ) Other __________________________

Family Physician ___________________________________ Phone (______)____________________

Dentist ___________________________________ Phone (______)____________________

Do you carry family medical/hospital insurance? (Check one) YES______ NO ______

Carrier ___________________________________ Policy/Group #________________

Name on Policy ____________________________________________________________

**Emergency Contact Information**

If you cannot be reached in case of emergency, whom should we notify?

Name ___________________________________________________ Relationship __________________________

Address _______________________________________________________________________________________

City ____________________________ State __________ Zip ________________

Home Phone (______)____________________  Work Phone (______)____________________

Work Address _______________________________________________________________________________________

City ____________________________ State __________ Zip ________________

This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed camp activities, except as noted by me and the examining physician.

5) **PERMISSION TO ADMINISTER MEDICATION** (if applicable)

Is the child taking any medication? ______ No ______ Yes

-- If Yes, name of Medication ________________________________________________________________

( send only what will be needed at program – include directions for use of Medication. Please write on a 3x5 card and put in zip lock bag with medications).

- I hereby give permission for 4-H Program to administer over-the-counter medications if the first aid coordinator deems it necessary. Dosages will be administered according to directions on the package unless a physician directs otherwise.

- Do Not Administer the Following: _______________________________________________________

**PARENT AUTHORIZATION & PERMISSION TO TREAT**

I hereby give permission to the medical personnel selected by the camp director to provide routine health care: to administer medications; to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for me/my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to secure and administer treatment, including hospitalization, for the person named above.

Parent/Guardian Signature ________________________________________________________________
6) **PARTICIPANT HEALTH & MEDICAL HISTORY** – Participant’s Name ____________________________________________

(Questions 1-6 MUST be completed)

1. Does the participant have any known allergies? (Including food, medicine, plants, animals, insects, etc.)
   
   YES  NO  If YES, please explain: ______________________________________________________________

2. Is the participant experiencing or has he/she ever experienced (or had special needs in) any of the following? (Check all that apply.)

   - Asthma _____
   - Bleeding Disorder _____
   - Attention Disorders (ADHD) _____
   - Eating Disorders _____
   - Heart Condition _____
   - Diabetes _____
   - Wears Contacts _____
   - Seizures/Convulsions _____
   - Fainting Spells _____
   - Other ______

   Please describe/explain any condition you checked: ______________________________________________________________
   __________________________________________________________________________________________________________

3. Has the participant undergone surgery or experienced any injury, illness, allergy, or change in health status any time during the last year? Is there any reason that participation in a program or activity should be restricted?

   YES  NO  If YES, please explain: ______________________________________________________________
   __________________________________________________________________________________________________________

4. Does the participant require special diet? (including vegetarian dietary restrictions, dietary allergies, etc.)

   YES  NO  If YES, please explain: ______________________________________________________________
   __________________________________________________________________________________________________________

5. Is there any necessary, additional information staff should know (including behavioral/physical/emotional disabilities, medication instructions, and/or special restrictions) to provide appropriate supervision, support and accommodations for the participant?

   YES  NO  If YES, please explain: ______________________________________________________________
   __________________________________________________________________________________________________________

6. Are the Immunizations up to date for the Participant?  YES  NO

   If NO, please explain ______________________________________________________________
   __________________________________________________________________________________________________________

7) **MEDICAL EXAMINATION** (required for overnight events, aerobic exertion activities & activities with elevated risk)

   *To be completed and signed by licensed medical personnel. A physical completed by Licensed Medical Personnel *within 24 months* of the start date of the youth program may be substituted for this section.

   The applicant is under the care of a physician for the following conditions: ____________________________________________
   __________________________________________________________________________________________________________

   Limitations or restriction on program activities: ______________________________________________________________
   __________________________________________________________________________________________________________

   Additional information for program personnel: ______________________________________________________________
   __________________________________________________________________________________________________________

   In my opinion, the applicant is able to participate in active programs.

**Date of Examination** ________________________________

**Signature of Licensed Medical Personnel** ________________________________

**Print Name** ____________________________________________  **Title** ________________________________

**Address** ____________________________________________  **Telephone** ________________________________
## SOUTH CAROLINA 2015-16 PROJECT LIST

<table>
<thead>
<tr>
<th>Project Name</th>
<th>National Project Category</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Civic Education</td>
<td>Citizenship</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Communication &amp; Expressive Arts</td>
<td>Citizenship</td>
</tr>
<tr>
<td>Photography/Visual Arts</td>
<td>Communication &amp; Expressive Arts</td>
<td>Citizenship</td>
</tr>
<tr>
<td>Leadership</td>
<td>Leadership &amp; Personal Development</td>
<td>Citizenship</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Leadership &amp; Personal Development</td>
<td>Citizenship</td>
</tr>
<tr>
<td>Food &amp; Nutrition</td>
<td>Food &amp; Nutrition</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>Healthy Lifestyles</td>
<td>Food &amp; Nutrition</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>Health</td>
<td>Health</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>Safety</td>
<td>Personal Safety</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>Shooting Sports</td>
<td>Personal Safety</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>Healthy Rocks</td>
<td>Health</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>ATV</td>
<td>Personal Safety</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>Beef</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Dairy Cattle</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Dairy Goats</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Dogs</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Horse</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Meat Goat</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Pets</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Poultry</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Rabbit</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Sheep</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Swine</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Veterinary Science</td>
<td>Biological Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Child Development</td>
<td>Consumer &amp; Family Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Clothing</td>
<td>Consumer &amp; Family Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Consumer Management</td>
<td>Consumer &amp; Family Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Home Improvement</td>
<td>Consumer &amp; Family Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>4-H2O</td>
<td>Environmental Ed./ Earth Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Environmental</td>
<td>Environmental Ed./ Earth Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Outdoor Adventures</td>
<td>Environmental Ed./ Earth Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Crop Production</td>
<td>Plant Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Gardening/Horticulture</td>
<td>Plant Science</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Automotive</td>
<td>Technology &amp; Engineering</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Electricity</td>
<td>Technology &amp; Engineering</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Robotics</td>
<td>Technology &amp; Engineering</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Science &amp; Technology</td>
<td>Technology &amp; Engineering</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Woodworking</td>
<td>Technology &amp; Engineering</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
<tr>
<td>Wildlife</td>
<td>Animals</td>
<td>Science, Engineering, &amp; Technology</td>
</tr>
</tbody>
</table>
Fiscal Requirements of 4-H Clubs

A 4-H club must be chartered to be eligible to use the name and emblem of 4-H. Chartered clubs have several rights and responsibilities for fiscal management of resources garnered in the name of 4-H. All individual clubs in South Carolina operate under the fiscal authority and jurisdiction of the local County Extension Director. Club treasuries and fundraising activities have specific guidelines and procedures to follow. As clubs are formed, club treasurers and designated adult leaders will receive training and materials regarding county 4-H club fiscal policies. Each club receives a South Carolina 4-H Club Treasurer’s Book annually.

Financial Accountability
In each county, the County Extension Director (CED), on behalf of the South Carolina Cooperative Extension Service, is accountable for the administrative oversight of all funds associated with the county Extension program.

4-H Agents are responsible for reviewing each clubs financial reports twice a year. That report is on page24 of the Treasurer’s section of this manual.

Member Fees/Dues
South Carolina 4-H has a $10 per year membership fee. This fee includes a 4-H T-shirt. In addition, some counties or clubs require 4-H members to pay membership dues and some do not. Sometimes counties may assess fees to cover the cost of insurance, newsletters or other specified items.

Insurance/Risk Management
It is recommended that 4-H Clubs enroll in club insurance for their members each year. This coverage will be in effect for any 4-H Club meeting. This insurance is through American Income Life and is $1.00 per year except for Horse Clubs which is $2.00 per year. In addition, you must take out a Special Event Insurance through the County 4-H Office for any special event that may include others such as a club sponsored Horse Show, etc. This insurance is .40 per day per person and is through Clemson University’s Risk Management office.
Evaluating, Reporting and Recognizing Club Performance

4-H Extension agents report data to the University of South Carolina and CSREES/USDA in an annual statistical report of summarized demographic data regarding members and volunteers. This information includes the numbers of clubs in the county, member enrollment and project information about the program. Youth development professionals working with a 4-H club within an organization outside Extension, will need to work closely with the County 4-H Extension faculty and include data on the club in this report.

In addition to the statistics gathered about the 4-H club, volunteers will want to evaluate the success of the club in providing the support youth need. This will allow club volunteers to state how well the club is contributing to the growth and development of its members. This assessment involves more than gathering numbers. While the numbers of youth participating does indicate a level of success in reaching youth (they keep coming, or drop out), there are other indicators that will help assess what is happening in the club. Work closely with the 4-H Extension faculty and use quality evaluation tools to assess club progress.

Club Performance Recognition
Club recognition systems exist to recognize clubs for their performance. Clubs may strive to reach specific standards of performance just as individual club members work to achieve standards. South Carolina 4-H provides four levels of recognition—bronze, silver, gold, and emerald for 4-H Club attainment. Each of the four levels of standards is available for clubs to achieve. Criteria for Club Performance Standards can be found on pages 13 and 14.

**BRONZE Clover**
Club will receive a BRONZE Clover Certificate and name printed in the 4-H newsletter.

**SILVER Clover**
Club will receive a SILVER Clover Certificate and name printed in the 4-H newsletter.

**GOLD Clover**
Club will receive a GOLD Clover Certificate and name printed in the 4-H newsletter.

**EMERALD Clover**
Club will receive an EMERALD Clover Certificate, name printed in the 4-H newsletter and name in a news article submitted to the local newspaper for publication.
Standards of Excellence for
4-H Clubs and Groups

Check the following Club Performance Standards completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc., and should be attached to this form.

---

Club/Group Name ____________________________________________
County ____________________________________________________
Club/Group President Signature ____________________________ Date __________
Organizational Volunteer Signature __________________________ Date __________
Total Number of checked responses for the 20 Excellent Standards __________

---

Club Performance Standards

_____ 1. Club/group had a planned annual program that includes group goals. (Ex: recruit 4 new members; all members will choose one county learning activity to attend)

_____ 2. Club/group members were actively involved in planning the club/group’s annual program.

_____ 3. Club/group selected an area of focus for their annual program. (Ex: health & fitness; environmental science; pet care; community service; intercultural understanding) OR club/group is represented in the community, by serving on a committee, council or board with adult partners.

_____ 4. Club/Group members were involved in implementing the annual program/activities. (Ex: planning and bringing snacks; leading the pledges; calling club/group members for a meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others)

_____ 5. A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. (Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events)
6. All members were invited and at least 75% of club/group members were involved in at least nine club/group activities during the year. (Ex: meetings; club/group tours; recognition event)

7. Club/Group officers were elected or appointed, and fulfilled their leadership roles.

8. Club/Group completed at least one (1) community service project.

9. Club/Group completed at least one (1) promotion activity that promotes 4-H visibility at the community or county level. (Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office.)

10. Club/Group has completed at least one (1) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.

11. Club/Group recruited at least one (1) project volunteer for at least 75% of the member’s project learning areas.

12. At least 75% of the members made progress toward individual 4-H project goals.

13. Group developed a method to communicate with families at least three (3) times per year regarding club/group activities, education, and achievements. (Ex: newsletters; e-mails; calling tree; group activity that includes families)

14. Club/Group planned at least one (1) activity to include parents and families in club/group activities. (Ex: project showcase; skating party; tours; recognition event)

15. Members took part in a variety of non-competitive activities and/or meetings beyond the 4-H club/group level. (Ex: county project workshops; council meetings; interstate exchange programs)

16. A scheduled recognition event was held for members, volunteers and parents.

17. Club/group planned and implemented at least one multi-club activity. (Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event)

18. Members participated in competitive 4-H events beyond the club/group level. (Ex: county events; district events; state fair; project area competitions)

19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used. Work with your county 4-H agent for help achieving this goal.)

<table>
<thead>
<tr>
<th>Checked of 20 questions</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-13</td>
<td><strong>BRONZE</strong> Clover Club Award</td>
</tr>
<tr>
<td>14-15</td>
<td><strong>SILVER</strong> Clover Club Award</td>
</tr>
<tr>
<td>16-17</td>
<td><strong>GOLD</strong> Clover Club Award</td>
</tr>
<tr>
<td>18-20</td>
<td><strong>EMERALD</strong> Clover Club Award</td>
</tr>
</tbody>
</table>

This report is due in the State 4-H Office June 1 of the current club year.
4-H Clubs

Guide to Business Meetings and Youth Leadership in 4-H Clubs
Acknowledgements

Written and Designed by Amy McCune (2007)

Grateful acknowledgement is given to the Extension Services of the following Universities for the use of ideas and content in portions of this guide:

- University of Kentucky
- University of Missouri
- Pennsylvania State University
- University of Tennessee
- Texas A&M University

Additional club resources can be found in the South Carolina 4-H Leader Training Series.

4-H is the youth development program of the Cooperative Extension Service, a nationwide partnership of federal, state and county governments, and the private sector. The Clemson University Cooperative Extension service offers its programs to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer.
Table of Contents

Business Meeting Guide
  4-H Club Meeting Structure 04
  Flags and Pledges 05
  Parliamentary Procedure 06
  Using the Gavel 08

Officer Guide
  Responsibilities of 4-H Officers 09
  Election of Officers 10
  Officer Positions and Descriptions 11

Committee Guide
  Responsibilities of 4-H Members 14
  Committee Structure 15
  Committee Descriptions 16

Appendix
  Sample Annual Plan 17
  Sample Meeting Agenda 18
  Sample Meeting Minutes 19
  Sample Treasurer’s Report 20
  Sample News Story 21
  Sample Songs 22
  Sample Games 23

Glossary of Terms 24
Business Meeting Guide

4-H Club Meeting Structure

A well planned 4-H club meeting generally consists of three main parts - business, educational program, and recreation.

The **business** section of a meeting includes pledges, reports, and announcements. Parliamentary procedure should be used during the business meeting segment.

The **educational program** consists of a combination of talks, demonstrations, presentations, movies, guest speakers, etc. The program should be well balanced, with variety to add interest and enthusiasm.

**Recreation** is the social part of the meeting. A good recreation program will offer something for all members, not just a few. Consideration should be given to the time allotment and facilities available. The activities and refreshments should support the *health* aspect of 4-H.

4-H is a community of young people across America who are learning leadership, citizenship, and life skills.
Business Meeting Guide

Flags and Pledges

General rules for using the flag of the United States of America:

- The flag should be displayed outside from sunrise to sunset unless there is rainy or stormy weather. (Exceptions are made for special occasions.)
- During the ceremony of raising or lowering the flag, or when it is passing in a parade, all persons should face the flag, stand at attention, and salute.
- Raise the flag briskly and proudly; lower it slowly, ceremoniously.
- Never allow the flag to touch the ground or floor. Gather it and fold it correctly.
- When the American flag and the 4-H flag are placed on a table at a club meeting, the American flag is always on the President’s right. (When on a stage, the American flag is always on the speakers right.)
- People in civilian clothes salute by placing their right hands over their hearts. All hats are removed. People in uniform bring their right hands to their foreheads with fingers extended.

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Please note the punctuation. Learn to pledge allegiance without pausing between the words “Nation” and “under” and teach others to do the same. When you are pledging allegiance, stand tall and look directly toward the flag.

The 4-H Pledge

I pledge my Head to clearer thinking; my Heart to greater loyalty; my Hands to larger service; and my Health to better living for my club, my community, my country, and my world.

You are pledging yourself to being active in your 4-H club, to conducting a project, to taking part in 4-H activities such as demonstrations, service, etc. You are saying that you will plan and work with your adult leaders and fellow members so that, individually and collectively, you will contribute not only to your personal improvement, but also to help build a better club, community, country, and world.
Parliamentary procedure gives us the right way to make a motion and to amend a motion. Roberts’ “Rules of Order” is the oldest and most recognized set of rules on the best ways to conduct business meetings. The rules were first printed in 1876 by General Henry M. Roberts of the Corps of Engineers, United States Army.

If you follow these rules, they will help keep your group orderly and help you reach decisions with less confusion. If your president uses these rules fairly, both the majority and the minority in your club will be heard and respected.

The skill level of the members along with the size and age(s) of your group will usually determine how strictly the rules are followed. With larger groups, it may be necessary to follow these rules very strictly. With small, informal groups you will need to use only the basic rules for making motions, seconding motions, and amending motions.

Officers and members need to learn the appropriate parliamentary procedure the group will use in making group decisions.

Besides knowing how to make and amend motions, there are some simple rules of courtesy members need to follow in every meeting.

- Only one subject or item of business can be before the group at one time. No new item of business can be introduced or discussed until the one being discussed is voted on.
- Every member of the group has an equal right to speak and be heard.
- The will of the majority must be carried out, but the rights of the minority must also be protected.
- Every member has the same rights as any other member. Any member can introduce a motion, debate and vote on a motion,
- The business and discussion need to follow rules of courtesy. Receive permission from the chair before you speak. Do not talk to other members when someone else has the floor.
Business Meeting Guide

Parliamentary Procedure (continued)

Steps to making and voting on a motion:

**Addressing the chair:** The member wishing to present an item (motion, question, share information, etc.) for business must first address the presiding officer (by position or title, not by personal name).

**Chair recognizes speaker:** The presiding officer will recognize the person by calling their name; once recognized that person may present their item.

**Motion is made:** “I move…,” are the proper words to use in presenting a motion.

**Motion is seconded:** All ordinary motions must be seconded (“I second the motion.”). If it does not receive a second the motion is dead and cannot be acted upon by the group. The person wishing to second the motion does not have to be recognized by the presiding officer.

**Motion is restated:** The motion is restated to make sure everyone understands what is to be voted upon.

**Motion is discussed:** Any member of the group has the right to discuss the motion after they receive permission from the presiding officer to speak. All discussion must be about the motion or the speaker can be ruled out of order by the presiding officer.

**Motion is voted on:** The presiding officer will say, “Is there any further discussion?” In order to leave time for replies, the presiding officer needs to ask this three times before the motion is voted upon. The presiding officer will say, “All those in favor of … (restate the motion) say ‘Aye’. All those opposed say ‘No’.”

**Results are announced:** The presiding officer announces the results by stating if the motion is carried or defeated.

**Amendments to motions:** An amendment must be made in the form of a motion, seconded, and voted on before the motion as amended can be voted on. This usually occurs during the discussion period of the original motion.
The President may wish to use a gavel. It is used as a symbol of authority to support self government and an orderly meeting.

Two taps of the gavel are usually used to call a meeting to order.

Three taps of the gavel often signals for all members to stand (this could be used for the pledge to the flags, etc.).

A single tap of the gavel is a signal to be seated.

One tap of the gavel follows the announcement of the result of a motion being passed or defeated.

One tap of the gavel follows the announcement that a meeting is adjourned.

The gavel is an instrument for maintaining order during the meetings. If at any time it is necessary to return the meeting to order, a sharp tap (or series of taps) of the gavel restores
Officer Guide

Responsibilities of 4-H Officers

Officers need to be proud of their jobs, do their best, and get things done on time. They need to work with members, parents, and leaders to plan and carry out the club program. To be successful, officers and committees must perform many duties. Some of those duties (or responsibilities) are listed below.

- Secure new members
- Organize the club
- Plan the program, month by month, that involves all members
- Arrange for a meeting place and its care
- Conduct and take part in all meetings
- Keep club records and submit them as required
- Show enthusiasm and interest in the club
- Help every 4-H’er find a place in the club and an opportunity to contribute
- Keep the community informed about the club
- Maintain contact with the local County Extension office
- Share leadership with many and give others the opportunity to develop their skills
- Be dependable

*Enthusiasm is the key not only to the achievement of great things but to the accomplishment of anything that is worthwhile.*

Samuel Goldwyn

Each officer should work toward the following personal leadership goals:

- I know the duties and responsibilities of my office
- I am willing to improve myself in order to be a better officer
- I am friendly to all members of the club and include everyone in club meetings and activities
- I willingly accept responsibilities assigned to me
- I enjoy doing more work than what is required of me
- I give credit to others for work well done
- I am prompt in arriving at meetings
- My appearance inspires confidence and respect
- I am kind, tactful, and courteous, and use “please” and “thank you” when I should
- I ask for suggestions and cooperation
- I show appreciation to leaders and parents for their time, effort, and devotion to the club
It is important that each officer be chosen because of their fitness for the office. The president of the previous year should preside at the election of officers. It is also important to use parliamentary procedure in conducting the election.

**Nominations**
To nominate a member for office, one of two methods may be used:
- A nominating committee may be appointed to suggest a candidate for each office before the election. The members present at the election meeting should be given an opportunity to make other nominations for each of the various offices after the nominating committee’s report is made.
- Candidates may be nominated by those present. This is known as a “nomination from the floor.”

The president will say “Are there any further nominations?” If none, the president may close the nominations or a member can move that nominations be closed. This motion should be seconded and voted upon.

**Voting**
When the candidates have been nominated, the president announces their names, and the members vote for the respective officers. The president may have the members vote by raising their right hand, by standing, or by written ballot. If the voting is done by raising the hand or standing, the candidates for the office being voted on are usually asked to leave the room or are asked to close their eyes and bow their heads. When the votes have been counted, the president announces the name of the person elected to each office.

**Installation**
Clubs may choose to conduct a formal installation ceremony where each incoming officer agrees to accept the position and fulfill that role to the best of their ability. Outgoing officers may pass on any significant materials or supplies to the new officers.

**Alternatives to elections**
A club may opt to have officers appointed by the club leaders or have an officer rotation where each month the positions rotate so that every member gets the opportunity to serve in each role. This is particularly useful in very small clubs, or clubs where the members are very young.
Not every club will have the same number of officers or the same officer positions. The following is a list of possible positions. Your club may need to create other positions to fulfill specific responsibilities relevant to your club.

**President:** The president is the presiding officer, the leader of the organization, and the spokesperson for the group. This officer:
- Prepares a meeting agenda in advance
- Conducts meetings according to parliamentary procedure
- Makes sure a quorum (majority) is present before conducting any business that will require a vote
- Appoints a temporary secretary if the elected secretary is absent
- Appoints special committees when needed; checks on committees between meetings to see that necessary work is being done
- Provides opportunities for all members to be heard; encourages everyone to participate
- Keeps order; courteous but firm
- Start and stop the meetings on time

**Vice President:** The vice president acts as the backup for the president and may oversee all committee work. Cooperating with other officers and committees is a vital part of this responsibility. This officer:
- Presides at the club meeting if the president is absent
- Is familiar with parliamentary procedure and the business of the club
- Supervises the work of the committees
- Keeps the club reporter informed about the program for different meetings so advance publicity can be given

**Secretary:** The secretary is the official record keeper of the club. This officer:
- Calls roll and keeps an attendance record of all meetings and events
- Prepares and reads the minutes from each previous meeting
- Reminds the president of any unfinished business left from the previous meeting
- Keeps a record of committee members, reports, and accomplishments
- Records the exact wording of motions (passed and defeated) and the names of the people making and seconding the motion
- Reads correspondence directed to the group and writes replies when necessary
- Writes letters, requests, and invitations in the name of the club as needed
- Keeps and brings to each meeting all official documents and papers of the club including the secretary’s minutes, lists of committees and reports, copies of the annual program plan, and a copy of the club’s constitution and bylaws
- Presides over the meeting when both the president and the vice president are absent
Officer Guide

Officer Positions and Descriptions (continued)

**Treasurer:** The treasurer is the keeper of the money and financial reports. This officer:
- Handles the accounts in a business like way; keeps the accounts up to date
- Maintains accurate records of all income and expenses
- Presents a report at each business meeting
- Collects club dues and/or registration fees (if any)
- Deposits money in a bank and issues checks when authorized to do so by the club

**Reporter:** The reporter writes and submits interesting reports and photographs of club activities, members, and leaders to local newspapers, radio, and television stations.

**Editor:** The editor is responsible for organizing and preparing the club newsletter. The newsletter should contain all upcoming activities, recognition of special achievements, and project related information. The newsletter may be printed or emailed.

**Web Master:** The web master maintains the club web site and makes sure the information is kept up to date. It may include special sections for posting the secretary’s report, newsletter, press releases, photographs, club history, project information, etc.

**Historian:** The historian collects various memorabilia about club activities and compiles it into an orderly display. This display should be shared at appropriate events.

**Photographer:** The photographer brings a camera with them to all meetings and events in order to visually record activities and accomplishments. The photographer works closely with the reporter, editor, historian, and web master in selecting appropriate photographs and captions to be publicly shared.

**Host:** The host is responsible for making sure that all special guests and speakers are met upon arrival, properly greeted, and introduced to the club.

**Parliamentarian:** The parliamentarian is the expert on parliamentary procedure and maintains a copy of Robert’s Rules of Order for reference. This officer ensures that procedure is followed and makes final decisions on any discrepancies that occur.

**Inspiration Leader:** The inspiration leader prepares and presents a “thought for the day” for each meeting and special activity. This quote or poem can help set the attitude for the business to follow.

**Pledge Leader:** The pledge leader makes sure that the flags are at each meeting and event, displayed correctly, and leads the group through the reciting of the pledges.
**Officer Guide**

**Officer Positions and Descriptions (continued)**

**Song Leader:** The song leader uses a variety of songs to help the group have fun and to create a feeling of unity. The song leader may stimulate enthusiasm or quiet a boisterous group depending on the selection of songs.

**Recreation Leader:** The recreation leader plans various types of games - opening mixers, quiet and active groups games, relays, mental teasers, rhythmic activities, etc. Good recreation develops good leisure time practices of members. Choice of activities depends on the interest and ability of the members, and the type of meeting place.

**Refreshment Coordinator:** The refreshment coordinator ensures that adequate refreshments are available at each meeting and activity. This includes snacks, drinks, and any needed paper goods. This officer frequently creates a list of which members will bring refreshments on which date, then sends a reminder notice a few days before their scheduled date.

**Council Delegate:** The council delegate attends the County Council government meetings and presents an update of their club’s activities and accomplishments. This officer then reports back to their club any relevant youth or community issues being addressed by the Council.

---

**Attitude is catching.**

When someone on a team is teachable and their improvement is rewarded, others are more likely to display similar characteristics. When a leader is upbeat in the face of discouraging circumstances, others admire that quality and want to be like her. When a team member has a strong work ethic and begins to have a positive impact, others imitate him. People become inspired by their peers. People have the tendency to adopt the attitudes of those they spend time with - to pick up on their mindset, beliefs, and approaches to challenges.

*From the 17 Indisputable Laws of Teamwork*

**What attitude will you bring to your 4-H club?**
Committee Guide

Responsibilities of 4-H Members

The members of the club have a working responsibility to it. It is just as important for the members to do their part as it is for the officers. Unless members and officers work together, the club will not be an effective group. Every club member should support the club by serving as a junior leader, officer, committee chair, or committee member.

4-H Members Creed

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, to be true, and to be sympathetic.

I believe in the training of my HANDS for the ability it will give me to be helpful, to be skillful, and to be useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to make work efficient.

I believe in my club, my community, my country, and my world - and in my responsibility for their development.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.
Committee Structure

Much of the work to be accomplished by a club can best be done by committees. This gives more club members the opportunity to participate and to assume responsibility. Committees can make business meetings go more smoothly because much of the detailed planning can be done outside the meeting. In addition, it is good training in group leadership to have a few members devote their full attention to a particular subject, then share their results at the full club meeting. To involve adults, (engage the youth-adult partnership model) and appoint a parent or leader to each committee as an advisor.

There are two general types of committees:

**Standing Committees** are active throughout the entire year. These committees focus on topics that relate to every meeting or are part of a long term club effort or goal.

**Special Committees** are appointed and serve for a single event.

Committees should:
- Know the specific assignment
- Give serious thought and study to the issue
- Seek opinions and suggestions from outside the committee membership, if needed
- Encourage cooperation among its members in working out details
- Prepare recommendations for club action

The committee chair should:
- Call the committee together and preside at the meeting
- Know the assignment given to the committee and explain it clearly at the first committee meeting
- Seek ideas from committee members before expressing their own ideas
- Assign specific duties to committee members, if necessary
- Report the findings of the committee to the club
- Inform the president before the club meeting starts that the committee report is ready to be presented
Committee Guide

Committee Descriptions

Standing Committees

Executive Committee: Focuses on creating the meeting schedule, annual club plan, and making sure everything is prepared for each meeting. This includes confirming the place and setting the agenda. Usually made of the President, Vice President, Secretary, Treasurer, and club leaders.

Program Committee: Focuses on implementing the annual club plan (created by the executive committee). This may include finding guest speakers, overseeing special committees, or finding educational resources. Usually chaired by the Vice President.

Finance Committee: Reviews the budget, makes recommendations on purchasing supplies, plans and organizes fund raising events. Usually chaired by the Treasurer.

Membership Committee: Focuses on recruiting new members to join and makes sure all new members are oriented to the club activities and are introduced to all the members. Usually chaired by the Secretary.

Service Committee: Focuses on gathering ideas of what can be done to make the community better. Plans and organizes the community service projects for the year.

Recreation Committee: Works to select various games and activities to be used during the recreation portion of the meetings. Usually chaired by the Recreation Leader.

Song Committee: Works to select various songs and music to be taught to and practiced by the club. Usually chaired by the Song Leader.

Publicity Committee: Focuses on making sure the club membership, the county extension office, and the general public is informed of club meetings, activities, and events. Usually made up those involved with club reporting, photography, newsletters, and the website.

Special Committees

Here are some possible topics that you may want to form a special committee to address:

- Nominations
- Shows / Competitive Events
- Displays / Exhibits / Fairs
- Awards / Recognition
- Holiday Celebrations
- Parades
- Field Trips
- Project Related Family Event
# Sample Annual Plan

<table>
<thead>
<tr>
<th>Month</th>
<th>Business</th>
<th>Educational Program</th>
<th>Recreation</th>
<th>Community Project</th>
<th>Special Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Collect enrollment info; elect officers; appoint committees</td>
<td>Parliamentary procedure</td>
<td>Ice Breaker Games</td>
<td></td>
<td>County Fair</td>
</tr>
<tr>
<td>October</td>
<td>Announce community service projects</td>
<td>Project record book workshop</td>
<td>Halloween Games</td>
<td>Community beautification</td>
<td>State Fair; National 4-H Week</td>
</tr>
<tr>
<td>November</td>
<td>Committee reports</td>
<td>Make holiday gifts and decorations</td>
<td>Team building games</td>
<td>Food drive</td>
<td>County Junior Leadership Workshop</td>
</tr>
<tr>
<td>December</td>
<td>Committee reports</td>
<td>Cook holiday dishes and treats</td>
<td>Holiday Party</td>
<td>Toy drive</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Discuss parent involvement opportunities</td>
<td>Safety poster contest</td>
<td>Dance lesson</td>
<td>Road side clean up</td>
<td>Family Night</td>
</tr>
<tr>
<td>February</td>
<td>Promote county and state events</td>
<td>Prepare presentations</td>
<td>Valentine’s Dance</td>
<td>Share projects with nursery school children</td>
<td>Fund raiser</td>
</tr>
<tr>
<td>March</td>
<td>Committee reports</td>
<td>Give presentations</td>
<td>Relay races</td>
<td>Statewide service project</td>
<td>County Presentations Contest</td>
</tr>
<tr>
<td>April</td>
<td>Committee reports</td>
<td>Career exploration</td>
<td>April Fool’s Party</td>
<td>Cards to community volunteers</td>
<td>Make A Difference Day</td>
</tr>
<tr>
<td>May</td>
<td>Announce plans for summer activities</td>
<td>Members give project reports</td>
<td>Intergenerational games</td>
<td>Visit nursing homes</td>
<td>Job Shadowing Day</td>
</tr>
<tr>
<td>June</td>
<td>Update project records</td>
<td>Healthy lifestyles skills</td>
<td>Patriotic games</td>
<td>Operation Military Kids project</td>
<td>Camping</td>
</tr>
<tr>
<td>July</td>
<td>Report on events; annual review; set goals for next year</td>
<td>Entering into fairs review</td>
<td>Picnic; folk games</td>
<td>School supplies drive</td>
<td>County Healthy Lifestyles Challenge</td>
</tr>
<tr>
<td>August</td>
<td>Collect records; give out re-enrollment info</td>
<td>Open house; recruitment</td>
<td>Action songs and games</td>
<td>Fairgrounds clean up</td>
<td>Recognition Program</td>
</tr>
</tbody>
</table>
Appendix

Sample Meeting Agenda

Opening
- President calls the meeting to order
- Pledge of Allegiance
- 4-H Pledge
- Inspirational thought
- Song
- Secretary takes roll call (attendance)
- Introduction of new members and special guests

Officer Reports
- Secretary reads minutes of last meeting and any new correspondence
- Treasurer’s report
- Other officer reports

Committee Reports (used to streamline business meetings and keep members involved.)

Member Involvement (reports, demonstrations, etc.)

Unfinished Business (taken from the minutes of the previous meeting)

New Business

Announcements (include the place, date, time, and program topic for upcoming events and activities)

Adjournment (The formal part of the meeting should be adjourned before the other activities such as committee work, educational program, or recreation begin.)

Educational Program

Recreation and Refreshments
The meeting of the ________________ (name) 4-H Club was held at ______________________ place in ________________ (town) on ________________ (date). The president, ________________, (name) called the meeting to order at ________________ (time).

________ (number) members were present along with special guest(s) __________________ (name/s). 4-H member (or officer), ________________ (name/s) lead the club in the pledge of allegiance, the 4-H pledge, and inspiration thought for the day. ________________ (name and position) led the song.

____________ (name), Secretary, read the minutes. Motion made and carried to accept the minutes as read. (names of first and second on the motion)

____________ (name), Treasurer, read the treasurer’s report. Motion made and carried to accept the report as read. (names of first and second on the motion)

____________ (name), chair of the ________________ (name) committee reported that ________________ (recommendation of committee).

The president appointed ________________ (name) chair, ________________ (name), and ________________ (name) to the ________________ (name) special committee. This committee will ________________ (state purpose or goal) and report back on ________________ (date).

The president announced that the next club service activity would be on ________________ (date) at ________________ (place) and the next club meeting would be on ________________ (date).

Motion made and carried to adjourn at ______ (time). (names of first and second on the motion)

Respectfully submitted by:

**Tips for Minute Taking**

- Make sure writing/typing is neat and legible
- Check for correct spelling, especially peoples names
- Note the when/where/etc. details of the meeting
- List those who took leadership roles during the meeting and what that role was
- Not every word said during the meeting has to be written down
- Exact wording of motions needs to be recorded along with who made and seconded the motion
- Record if the motion carried or defeated
- Keep an attendance list with the minutes
- Prepare written minutes within one week of the meeting (or as soon as possible after the meeting for accurate documentation)
Appendix

Sample Treasurer’s Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Income</th>
<th>Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/xx</td>
<td>Starting balance</td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>10/8/xx</td>
<td>Collected dues</td>
<td>25.50</td>
<td></td>
<td>125.50</td>
</tr>
<tr>
<td>10/15/xx</td>
<td>Club notebooks</td>
<td></td>
<td>15.75</td>
<td>109.75</td>
</tr>
<tr>
<td>10/26/xx</td>
<td>Program supplies</td>
<td></td>
<td>47.96</td>
<td>61.79</td>
</tr>
<tr>
<td>10/31/xx</td>
<td>Bake sale</td>
<td>42.25</td>
<td></td>
<td>104.04</td>
</tr>
</tbody>
</table>

The balance on October 1 was $100.00.

We received $67.75 in income from dues and the bake sale.

We spent $63.71 for notebooks and supplies.

The balance on November 1 is $104.04.

The balance on _________ (date of last report) was $___________.

We received $___________ in income (total amount) from _______ and ___________ (list all sources).

We spent $___________ (total amount) for _______ and ___________ (list all reasons).

The balance on ___________ (date of current report) is $___________.

Respectfully submitted by,

(signature of treasurer followed by printed name and title)
Sample News Story

4-H NEWS RELEASE
May 17, 2005
Contact: Chris Clover, Leader of Greentown 4-H Club
4 Clover Way, Greentown, SC 44444, (555) 444-4444

Greentown 4-H Club To Hold Open House, June 19
The Greentown 4-H Club will hold an Open House on Friday, June 19, from 7:30 to 9:00 pm at the club leader’s home on 4 Clover Way. The purpose is to attract new members. The admission is free and refreshments will be served. Parents are encouraged to attend with their children.

The club normally meets the first and third Tuesday of each month at 7:30 p.m. at Clover’s home. The club’s projects include woodworking, science, and bicycling. They also conduct community service projects, like one they were honored for recently, and also have many fun activities like parties, trips, and camps.

The club currently has eight 4-H members, boys and girls ranging from ages 9-15, from Greentown and several neighboring towns. However, any boy or girl, ages 5-19, from anywhere in Green County is welcome to join.

For more information about the Open House or the Greentown 4-H Club, call Mr. Chris Clover at 444-4444. For other 4-H Clubs in Green County, contact the 4-H Office of Clemson University Cooperative Extension Service of Green County, at 555-4141. Membership in 4-H is offered to all youth, ages 5-19, on an age-appropriate basis, without regard to race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

Information Needed to Write Story
- Prepared By:
- Address:
- Phone:
- Name of Club:
- Time and Date of Meeting:
- Place of Meeting:
- Opening Ceremony:
- 4-H’ers Giving Reports:
- Program Taught:
- Recreation Activities:
- Community Service Performed:
- Club Contact Information:
- County Contact Information:
### Sample Songs

**S-M-I-L-E**

<table>
<thead>
<tr>
<th>Song</th>
<th>Lyrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oh, it isn't any trouble just s-m-i-l-e*</td>
<td>Oh, it isn't any trouble just s-m-i-l-e*</td>
</tr>
<tr>
<td>If ever you're in trouble,</td>
<td>It will vanish like a bubble,</td>
</tr>
<tr>
<td>If you only take the trouble to just s-m-i-l-e*</td>
<td></td>
</tr>
<tr>
<td>Chorus:</td>
<td>Ha ha ha ha ha ha</td>
</tr>
<tr>
<td></td>
<td>Ho ho ho ho ho ho ho</td>
</tr>
<tr>
<td></td>
<td>Hee hee hee hee hee hee hee hee</td>
</tr>
<tr>
<td></td>
<td>Ha ha ho ho hee hee</td>
</tr>
<tr>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>G-R-I-N grin</td>
</tr>
<tr>
<td></td>
<td>G-I-giggle-e</td>
</tr>
<tr>
<td></td>
<td>L-A-U-G-H</td>
</tr>
</tbody>
</table>

**I'M A NUT**

<table>
<thead>
<tr>
<th>Song</th>
<th>Lyrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>I'm a little acorn round</td>
<td>Lying on the cold, cold ground.</td>
</tr>
<tr>
<td>Everybody steps on me.</td>
<td>That is why I'm cracked you see.</td>
</tr>
<tr>
<td>CHORUS</td>
<td>I'm a nut, I'm a nut, I'm a nut, I'm a nut.</td>
</tr>
<tr>
<td></td>
<td>Called myself on the telephone</td>
</tr>
<tr>
<td></td>
<td>Just to see if I was home.</td>
</tr>
<tr>
<td></td>
<td>With myself I made a date.</td>
</tr>
<tr>
<td></td>
<td>Gotta be ready by half past eight.</td>
</tr>
<tr>
<td></td>
<td>Took myself to the movie show.</td>
</tr>
<tr>
<td></td>
<td>Set myself on the very last row.</td>
</tr>
<tr>
<td></td>
<td>Put my arm around my waist.</td>
</tr>
<tr>
<td></td>
<td>If I get fresh, I'll slap my face.</td>
</tr>
<tr>
<td></td>
<td>I'm a little piece of tin.</td>
</tr>
<tr>
<td></td>
<td>Nobody knows just where I been.</td>
</tr>
<tr>
<td></td>
<td>Got four wheels and a runnin' boards</td>
</tr>
<tr>
<td></td>
<td>I'm a Ford, oh, I'm a Ford.</td>
</tr>
<tr>
<td></td>
<td>Honk, honk, rattle, rattle, crash, beep, beep.</td>
</tr>
<tr>
<td></td>
<td>(repeat four more times)</td>
</tr>
</tbody>
</table>

**LINGER**

<table>
<thead>
<tr>
<th>Song</th>
<th>Lyrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hm-mm--I want to linger,</td>
<td>Hm-mm --a little longer,</td>
</tr>
<tr>
<td>Hm-mm--a little longer here with you.</td>
<td>Hm-mm--it's such a perfect night,</td>
</tr>
<tr>
<td>Hm-mm--it doesn't seem quite right</td>
<td>Hm-mm--that this should be my last with you.</td>
</tr>
<tr>
<td>Hm-mm--that this should be my last with you.</td>
<td>Hm-mm--and come September,</td>
</tr>
<tr>
<td>Hm-mm--and come September,</td>
<td>Hm-mm--I will remember,</td>
</tr>
<tr>
<td>Hm-mm--our camping days and friendships true,</td>
<td>Hm-mm--and as the years go by,</td>
</tr>
<tr>
<td>Hm-mm--and as the years go by,</td>
<td>Hm-mm-- I'll think of you inside</td>
</tr>
<tr>
<td>Hm-mm-- I'll think of you inside</td>
<td>Hm-mm-- this is goodnight and not goodbye</td>
</tr>
<tr>
<td>Hm-mm-- this is goodnight and not goodbye</td>
<td>This is goodnight and not goodbye.</td>
</tr>
</tbody>
</table>

**I LIKE BANANAS, COCONUTS AND GRAPES**

<table>
<thead>
<tr>
<th>Song</th>
<th>Lyrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>I like bananas, coconuts and grapes (3 times)</td>
<td>(Chorus)</td>
</tr>
<tr>
<td>That's why they call me tarzan of the apes.</td>
<td>I like mmm, coconuts and grapes (3 times) (Chorus)</td>
</tr>
<tr>
<td>I like mmm, mmm and grapes (3 times) (Chorus)</td>
<td>I like mmm, mmm and mmm (3 times) (Chorus)</td>
</tr>
</tbody>
</table>

Other suggestions include holidays songs, patriotic songs, rounds, or current popular songs.

Song books are also available from the National 4-H Supply Service.
Appendix

Sample Games

**FIND SOMEONE**
Each person writes on a blank index card one to three statements, such as favorite color, interest, hobby, or vacations. Pass out cards so everyone gets someone else's card. Have that person find the person with their card and introduce themselves.

**I'VE DONE SOMETHING YOU HAVEN'T DONE**
Have each person introduce themselves and then state something they have done that they think no one else in the class has done. If someone else has also done it, the student must state something else until he/she finds something that no one else has done.

**ACCURATE TURN**
Put a chair or a stool on the playground. The player who wants to participate in this game sits down on a chair. Then he/she is blindfolded. After that he/she stands up, makes 5 steps forward, turns to the right, makes 5 more steps forward and again turns to the right. On having walked the perimeter of the playground in this way, the player stops and sits down on the chair again. The player who manages to do it wins the game.

**TOLIET PAPER GAME**
For an icebreaker to be used with any grade. Throw out a role of toilet paper and tell the students to take as much as they need. (Don't tell them what it's for). After everyone has taken some, have them tear the toilet paper at the perforations. For each square of paper in their possession, they have to share one fact about themselves.

**MIND READING ATTENTION**
Tell the group, you have ESP and can read their minds. To prove it, 
**Step 1:** ask each person to mentally think of a number from 1 to 10.
**Step 2:** take that number and multiply by 9.
**Step 3:** Take the result and add the number together (i.e. 72 = 7+2, 9 = 9+0+9).
**Step 4:** take that number and subtract 5.
**Step 5:** take that result and equate it to a letter of the alphabet (i.e., 4 = D).
**Step 6:** think of a country beginning with that letter.
**Step 7:** Ask them to think of an animal that begins with the second letter of the country name.

Then ask the group: "How many people are thinking of elephants in Denmark?" This exercise works because any number they think of for step 1, will result in the answer of 9 for step 3. From that point on, the country will begin with D (Denmark is one of the few) and Elephants is typically used for E.

Game books are available from National 4-H Supply Service.
Glossary

**Agenda** - a formal list of things to be done in a particular order, especially a list of things to be discussed at a meeting

**Amendment** - an addition or alteration to a motion, bill, or constitution

**Annual Program Plan** - the plan of activities and events for a club or group for an entire year

**Chair** - person selected to preside over a committee, event, meeting, etc.

**Committee** - a group of people selected to complete a service or function

**Constitution and By-laws** - the ideas and rules that govern your club or group

**Correspondence** - communication by exchange of letters, cards, emails, etc.

**Ex Officio** - to serve on a committee because of holding a certain office or position

**Gavel** - a small hammer used by the chair of a meeting to draw people’s attention or to make the conclusion of a discussion

**Installation** - the act of appointing somebody to a particular position or of inducting someone formally into office

**Majority** - most of the people in a group

**Memorabilia** - object collected as souvenirs of important events or experiences

**Minority** - a group of people that is a small part of a much larger group

**Minutes** - an official record of what is done or said during a meeting

**Motion** - a proposal put forward for discussion at a meeting

**Nominations** - a suggestion of somebody for appointment or election to a position

**Parliamentary Procedure** - rules that guide how a club or group conducts its business; developed from the original rules of conduct in the English Parliament

**Preside** - to be the chairperson or hold a similar position of authority at a formal gathering of people
Glossary

**Public Relations** - efforts of a club or group to promote awareness and good will between itself and the public.

**Quorum** - the number of members required to be present to legally transact business in your club or group; this number (or percentage of membership) is usually stated in the club’s constitution.

**Second** - to express formal support of a motion before further discussion or voting.
South Carolina 4-H Treasurer’s Book
Dear Members, Volunteers, and Advisories,

Thank you for your active participation in South Carolina’s 4-H Program! It is our intention that this book will help you in your endeavors as treasurer or leader. This book is designed to alleviate stress and answer questions about your 4-H account that you may have or that may arise throughout your service.

This handbook is full of examples that will clearly show how forms are completed and records kept. Based on the 4-H Treasurer’s Book, originally developed by Cooperative Extension at Michigan State University, South Carolina 4-H and Youth Development has put this book together specifically designed to fit your needs!

4-H members, there are examples for you and a chance for you to practice in a couple of areas. Leaders, be vigilant in finding the “Leader Look-Out” which are filled with tips to help your youth. Lastly, if you are the treasurer of an advisory committee, be sure to check out the “Attention Advisories” boxes with special notes just for you. No matter what your title, feel free to copy any of the forms in this book for your needs. Again, we wish you nothing but success with your work!

Sincerely,

Clemson University Extension
South Carolina 4-H and Youth Development
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties of an Officer</td>
<td>5</td>
</tr>
<tr>
<td>Duties of the Treasurer</td>
<td>5</td>
</tr>
<tr>
<td>Groups without a Bank Account</td>
<td>6</td>
</tr>
<tr>
<td>Matters of Money with Bank Accounts</td>
<td></td>
</tr>
<tr>
<td>Managing Money</td>
<td>7</td>
</tr>
<tr>
<td>Receipts</td>
<td>7</td>
</tr>
<tr>
<td>Bank Deposits</td>
<td>10</td>
</tr>
<tr>
<td>Bill Payment and Approval</td>
<td>11</td>
</tr>
<tr>
<td>Payment Vouchers</td>
<td>11</td>
</tr>
<tr>
<td>Checks</td>
<td>11</td>
</tr>
<tr>
<td>Check Registry</td>
<td>12</td>
</tr>
<tr>
<td>The Treasurer’s Report</td>
<td>13</td>
</tr>
<tr>
<td>Guidelines for Annual Summary Financial Reports</td>
<td>14</td>
</tr>
<tr>
<td>Leader Look-Out</td>
<td>16</td>
</tr>
<tr>
<td>Information for Leaders, Advisories, Boards, &amp; Councils</td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td>20</td>
</tr>
</tbody>
</table>
**Fundraising Documentation**

Fundraising is not required of 4-H clubs. However, should your group decide to do so, they may raise money by fundraising, collecting dues, or both. Of course, the treasury is optional for the club, but if the group handles money at anytime, no matter how large or small, 4-H clubs need to set up a treasury and provide the proper documentation.

If your group decides to raise funds, make sure that they are fundraising for the interest of the entire group and not just a select few. Remind the youth that fundraising is not the main purpose of having a 4-H club. However, you may want to encourage the students that, if possible, they use some of their funds to partially cover participant costs in county, state, national, and international 4-H programs.

Don’t forget that any money raised for 4-H or using the 4-H name must be used solely for 4-H activities such as programs, workshops, or 4-H group supplies. Never should this money be spent on the enrichment of an individual.

It is best to discourage your group from doing drawings, raffles and other games of chance to raise money. For more information on what is allowed, contact the South Carolina Department of Revenue. Instead, offer fundraisers that provide the community with a product or service.

For more information or frequently asked questions on any of the leader topics, please visit the National 4-H website or contact your local 4-H agent.

---

**Due Dates**

The following dates are the deadlines for documentation. 4-H leaders, please go over this list with your youth and help remind them throughout the year.

- **September 1**
  - Club Year Starts

- **November 15**
  - Projected Budget / Fund Raising Plan is due

- **February 15**
  - Semi-Annual Financial Report is due

- **August 31**
  - Annual Financial Report is due

**Note**: If your club decides or has decided to terminate the group, please notify the South Carolina State 4-H Office. They will handle it.
Duties of an Officer

As the treasurer of your 4-H club or group, you join the other officers of your club as representatives of your group. Not only are you, as an officer, a representative in your meetings and community, you also represent your club across the state of South Carolina. The example that you set as an officer is an on-going task for the duration of your term in office. Everything you do models the standards and behaviors of 4-H’ers all across South Carolina.

Duties of the Treasurer

Congratulations on being elected the treasurer of your 4-H club or group! You should feel honored that the other members of your group think so highly of you that they have put you in charge of the club’s money. As treasurer, you are responsible for keeping records of the group’s money and bank accounts. This position requires you to be completely honest and to demonstrate integrity at all times. Also, it is equally important that you work cooperatively with the leaders of your group in addition to the members of your club.

To the right, we have created a checklist for you to use to make sure that you are meeting all of your responsibilities. It may seem overwhelming right now, but your group believes you can handle this, and we do too! Come on; let’s get started!!

Attention Advisories:
If you are a treasurer for an advisory council, you don’t have to complete the Monthly Treasurer’s Report for Clubs (p.19), but you must do the Semi-Annual Financial Cover Sheet Summary (p.23) and attach it to your group’s Monthly Financial Report Summary (p. 19).

Tasks of the Treasurer

Place a check by each item as you accept the tasks.

◇ I have informed the bank where my 4-H club has an account that I am the new treasurer. While there, I signed the necessary forms at the back so that I can write checks out of our account.

◇ I handle all of the money matters for my 4-H club or group.

◇ I keep an accurate record in the treasurer’s book of where money comes from and how all of our money is used.

◇ I deposit funds very quickly into our banking account after our group receives them.

◇ After the members and president approve that I am allowed to pay any bills that the club owes, I do so in a very timely fashion.

◇ Every monthly meeting, I have a summary to report to the group which tells about how much the club earned and spent for that month. I also report the current balances of all of the accounts that our club has.

◇ For my 4-H club, I complete the Monthly Treasurer’s Report for Clubs (p. 19).

◇ I complete the Projected Budget/Fundraising Plan (p. 24) and the Annual Summary Financial Report (p. 23) at the end of each club year.
Anyone who is a treasurer for a group without a bank account, you must still complete the rest of the book except those that are denoted by an asterisk. Only headlines with an asterisk at the end are sections that you may skip since you do not have a bank account.

**Absent Accounts**

No bank account? No worries. This next section is just for you! When paying bills, you may follow the same procedures as clubs with bank accounts. However, instead of writing checks from the group’s bank account, you will purchase money orders or cashier’s checks at the bank in order to pay your bills.

Another difference includes when you give the monthly treasury report, you will leave off the total adjusted balance. Also, since you don’t have a check book, you have no need for a check registry. That doesn’t mean you get off easy though! You still must keep track of the group’s money—received and expensed. To do that, you will complete the **Record of Club / Group Finances Form** (p. 20). To the right are the instructions on how to complete the form. There is also an example in **Figure 1**.

**Instructions**

1. The first column says “Date.” That is where you put the date of the transaction.

2. Notice that there are two different sections on the page 20 “Cash Received” and “Cash Paid Out.” If your group has a fundraiser, is given a donation, or collects dues, or anything else that gives money to your group, then write under the second column (From What Source) where the money came from. Under the “Amount” column, write the sum of money that you were given.

3. If the group spends money for any reason, write the reason under the “For What Purpose” column. Beside that, in the “Amount” column, write the total money spent.

4. The last line is the “Balance” column. If you have written an amount under “Cash Received,” then you ADD it to your current balance. If the information is written under the “Cash Paid Out” space, then you SUBTRACT that amount from your current balance. Don’t forget to balance your form at the end of each entry. That insures that your records are organized and up-to-date!

![Figure 1: Sample of Club/Group Finances Form](image-url)
Managing Money

The duties of a treasurer vary even still between those who are managing money for a public club or group and those who are the treasurer of a private company. A 4-H club is a public group (meaning no one “owns” the club or group) and is open to all without regard to race, color, national origin, sex, disability, religion, or age. This next section is information for groups with bank accounts. If your club has a bank account, you MUST have an Employer Identification Number (EIN) or open it in a volunteer’s name.

Fundraisers such as bake sales and money that comes from requiring dues is money for the entire group to use. The treasurer nor any other officer has more rights to the money than anyone else. Since the money is shared by the entire group, as treasurer, you are responsible for “keeping the books.” That means that you keep records of the group’s receipt book, checkbook, check register, payment vouchers, and bank statements.

Don’t panic! All of this is explained throughout this book, and you will get the hang of it quickly! The best part is that whether your group has $0.25 or $2,500, the same rules apply for keeping track of your account! Because you are a part of a public group, you must answer to the public as well. When people don’t keep up with their receipts and records, conflict can often arise. To make sure that doesn’t happen, grab a folder to keep your bank information, and let’s start learning!

Receipts

One of the best things you can do as treasurer is to make sure that your group has a receipt book. Just as you get a receipt at the grocery store to show what you purchased, you should always fill out a receipt when dealing with money.

Your 4-H group needs to have a receipt book which has pre-numbered, two-part receipts. The top part (usually white) is what you give to the customer. The bottom part (usually pink or yellow) should never be torn out of the receipt book. That copy is for your records. (If your group does not have one of these, you can find them in most office supply stores.)

Don’t panic! All of this is explained throughout this book, and you will get the hang of it quickly! The best part is that whether your group has $0.25 or $2,500, the same rules apply for keeping track of your account! Because you are a part of a public group, you must answer to the public as well. When people don’t keep up with their receipts and records, conflict can often arise. To make sure that doesn’t happen, grab a folder to keep your bank information, and let’s start learning!

Receipt

<table>
<thead>
<tr>
<th>No. 1207</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: January 22, 2016</td>
</tr>
<tr>
<td>Amount: $12.53</td>
</tr>
<tr>
<td>Description: Poster Supplies</td>
</tr>
<tr>
<td>Received from: Emma Roberts</td>
</tr>
<tr>
<td>Approved by: Timothy Dawson</td>
</tr>
</tbody>
</table>

Figure 2. Sample Receipt

Sometimes writing receipts seems silly or takes up a little extra time, but getting in the habit of writing them can really protect your reputation as treasurer. If you do not write a receipt, there is no way to show that your group received the money or that you handled the money in the proper manner. To see a sample receipt, see Figure 2. If you ever make a mistake while filling out a receipt, don’t worry. Simply write “VOID” on both copies and leave them in the in the receipt book.
**Rules of Receipts: Dues**

As treasurer, all of the members of your 4-H club or group are going to be turning their dues in to you. It could get a little chaotic if you were required to write a receipt for every individual who turns in their dues. Instead, write each of the members on the *Dues Form* (p. 16) and record the dues as they are paid. Please note that this is not an attendance sheet; taking attendance is the secretary’s responsibility.

After each meeting that the members are supposed to pay dues, total up the amount of money and write one receipt for the total. Write “Club Members” in the “Received From” box and “Dues” + (date) in the “Description” box. Don’t forget to keep the bottom part of the receipt in the receipt book! (The secretary may keep the top copy for the permanent records.) Figure 3 shows an example of this method. Figure 4 is a sample *Dues Form*. Remember that this dues form is just an example. There is one provided for you in the Forms section. However, feel free to modify the forms to meet the individual needs of your club or group!
Rules of Receipts: Fundraisers

In the event that your club needs more money than it has, you may decide to put on a fundraiser. If you are conducting a service for individuals like washing cars or selling cookies, it may not be necessary to write individual receipts. If you are unsure, this would be something that your adult leaders could help you decide! However, you can just do one receipt for the event.

If your group is taking turns collecting money, it is a good idea to write a receipt after each shift to make sure no money is lost. If you are taking turns with the money, it is safest if you let two different individuals count the money to make sure that they both get the same total. It won’t hurt if you recount it one last time after they turn it into you. Give the customer part of the receipt to the individual who turned the money over to you. See Figure 5 for an example.

Let’s practice!

On the blank receipt, fill out the receipt for the following situation:

The president of your club went through the neighborhood asking for donations for your club to go to 4-H camp in July and finished with a total of $21.37.

Bonus: Do you give the president the top part or the bottom part of the receipt?

Leader Look-Out

Filling out receipts can be scary for youth who are afraid of messing up the money. It is a good idea to make sure that your treasurer is not only competent, but confident to write receipts alone.

Also, they will probably look to you for discretion on whether or not receipts are needed. If you are unsure, more details are included in your guidelines on page 7.
**Bank Deposits***

Going to the bank can be pretty intimidating and very fast paced, but have no fear. This next section is going to tell you all about how to make deposits at the bank and writing deposit slips!

When someone writes a check to your 4-H club or group, they should make it payable to your club or group. Then, on the back of the check, there should be a place to endorse (sign) the check. The first line should be signed by writing the group’s name (just as it is written on the front of the check), and the second line should be signed by you, as treasurer.

If someone makes the check out to you personally but intends the money go to your club, on the top line of the back of the check, write “Pay to the order of (your group’s name)” and sign the second line. That may seem like a lot to write, so one alternative is to buy a rubber stamp with your group’s information as shown in Figure 6.

Lastly, don’t forget to deposit all of the money given to you in a prompt manner. For money over $10, make sure to deposit that money within three days of receiving it. Don’t forget to endorse checks as soon as they are given to you.

---

**Doing Deposits***

To put money into your account, add up all of the receipts you have written since your last deposit. That amount should match the value of all of the cash, coins, and checks you want to deposit. If it does not match, count again. Once you get the figures to match, you may begin preparing the deposit slip. These slips are usually found in the back of the check book. You may also get individual slips at the bank if you run out. A sample is shown in Figure 7. (Slips may vary in design and format.) Follow these instructions when filling out your deposit slip:

1. Write the date on the deposit slip.
2. Fill in the amount of currency (bills) and coins you are depositing.
3. Write each check number and its amount separately. (There is more room on the back if you run out of spaces.)
4. Make sure to record the amount deposited into the Checking Account Register (p. 18).
5. Complete a duplicate of the deposit slip and keep that duplicate with the bank receipt which the teller will give you at the end of the deposit.

---

*Groups without bank accounts may skip this section.*
Balancing Bills

As treasurer of your 4-H club or group, you are responsible for asking the club or group for approval to pay any bills that you have received. Never pay a bill without a written bill or invoice first. Once you have proper authorization from the group, you should write a check to pay the bills. Paying bills in cash is not safe because it leaves no proof that you have paid the bills. Also, if possible, get a receipt when each bill is paid.

Payment Vouchers

For any outstanding bills, a payment voucher should be prepared before the bill is approved by the group members. After the bill has been approved, write a check to pay the bill. When you finish, attach the invoice (bill) or receipt to the payment voucher and finish completing the voucher (p. 17). You should ALWAYS make a copy of your check with the matching voucher to avoid confusion down the road. Figure 8 is an example of a completed payment voucher.

Figure 8: Payment Voucher

| Club Name: 4-H Guys & Girls 4-H Green Club |
| Date of Payment: February 25, 2016 |
| Pay to: Super Saver Supplies |

<table>
<thead>
<tr>
<th>Items Purchased</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Supplies</td>
<td>Valentine’s for Veterans</td>
<td>$13.98</td>
</tr>
<tr>
<td>Heart Candy</td>
<td>Valentine’s for Veterans</td>
<td>$3.67</td>
</tr>
</tbody>
</table>

TOTAL: $17.85

Date of Approval: February 26, 2016

President’s Signature: Sarah Martin
Date: 02/25/16

Secretary’s Signature: Yolanda
Date: 02/25/16

Check Number: 513 Date of Check: February 25, 2016

Prepared by: Timothy Dawson

Checks*

Now that you have the payment voucher prepared, you should write a check to pay the bill. Figure 9 shows an example of a check based on Figure 8 information. Note that each club should require an adult leader’s name (not a parent) as well as yours; only the adult may sign checks. No 4-H staff may sign a 4-H club account. Councils and boards need the president and treasurer to authorize a check. Follow these steps:

1. USE INK!!!!!
2. Never scratch out a mistake. If you make a mistake, simply write “VOID” on the check and begin again on a new check. Keep the voided check for your records. Do not destroy it!!!
3. Write the current date on the check.
4. Write the name of the party to whom the money is owed on the “Pay to the order of” line.
5. Do not leave an excessive amount of space between your words and numbers to prevent someone from changing the amount (like from $5 to $50).
6. On the second long line, write out the number of dollars, AND, and then a fraction with the cents over 100. If there is no change, then write the fraction as NO / 100. Try to avoid writing checks for amounts under $1, but if you have to, start the line with “Only” and the amount.
7. Sign the check (on the bottom right) with your authorized signature in the same manner that you did at the bank when you became the treasurer. Then get one of the adults whose name is also on the account to sign it also.
8. On the bottom right line, you may want to write why you are paying the money just for the purpose of records.

Figure 9: Sample Check

*Groups without bank accounts may skip this section.
**Recording in a Registry***

A check registry is used to record all of your expenses and deposits together in one place. You may even want to keep a register electronically in case you were to lose the paper. See Figure 10 for more information. The following list will help you keep your registry current and accurate.

1. Record each check number and the date the check was written in the respective columns.
2. Under “Description of Transaction,” write the name of the party to whom the check was made payable.
3. Write the amount of the check in the “Payment / Debt” column.
4. Subtract the payment from the total balance of the checking account. This information should be on the far right of the registry.
5. To keep up with which checks have cleared the bank, use the “T” column and simply place a check by each one that has gone through the bank. (This information will come on your monthly statement from the bank which will be mailed to you.)
6. The “Fee (if any)” column is the place to record fees that the bank has charged you. These fees will show up on your bill. Just as a payment, subtract the total amount of the fee from the current balance to keep your registry accurate.
7. Anytime you make a deposit at the bank, record that amount in the Deposit / Credit column of the registry. Don’t forget to write the date in the appropriate space. For the “Description of Transaction,” put Deposit. Lastly, add the amount deposited to the current balance and write the new balance. This ensures that your registry stays up to date!

As a note with the registry and all other bank statements, receipts, cancelled checks, checkbooks, deposit slips, and anything else you may have, they should all be kept together and up to date because your 4-H agent may ask to see your records at anytime (with or without a prior 4-H member’s concerns) during the year—not just with your annual financial report.

*Groups without bank accounts may skip this section.

---

**Leader Look-Out**

While the purpose of this book is to teach 4-Hers and others how to properly handle the office of treasurer, it is very wise to check the registry each month against the bank statement to ensure that everything is in order. In the forms section, there is a blank check register if you would like your treasurer to have a copy to practice on before writing the information on the permanent register.
The Treasurer’s Report

Once a month, you should prepare a treasurer’s report to inform the other members of the group of the financial activity that occurred the previous month. Before the meeting, complete a Monthly Treasurer’s Report for Clubs (p. 19). Below is a guide for giving the oral report.

1. Once you have given your oral report at the meeting, circulate the report.
2. Ask for approval to pay the bills.
3. Once a group member moves to accept your report, it will be seconded, and the group will vote on the motion. If it is approved, the secretary will put a copy into the minutes of that meeting. The secretary will also keep all of the financial paperwork for the club’s permanent records.

There is a sample of a completed treasurer’s report on the following page in Figure 11.

Let’s practice!

Based on the Monthly Treasurer’s Report for Clubs shown in Figure 11, pretend that you are in a club meeting giving this report to your club members. Go through the three steps listed above. (You may improvise on step 3 if you do not have someone to be the secretary.) This will familiarize you with giving the report in meetings and help build your understanding of the report form.

Bonus: Do this report in front of your 4-H leader, and ask them for suggestions when you finish!
Completing the Financial Report

No matter whether you are a 4-H club, group, committee, council, or board, you MUST complete an Annual Summary Financial Report (p. 21) at the end of each fiscal year IF your group handles more than $100 a year for any reason. This report is important for several reasons. Primarily, it allows for an open public record of every group paying sales tax. It also satisfies the auditing concerns of Clemson University, and it fulfills the USDA federal requirement that each 4-H group is financially accountable. Again, this is very important documentation to complete because both Clemson University and USDA require fiscal accountability for 4-H groups.

Hang on! No need for panic! We are going to give you instructions for each step so that you can complete the report stress free. Also, do you remember when you balanced the check register or, if you do not have an account, completed your record of financial activity? Well, now you have had twelve months of practice with that, and this activity is very similar to those processes except that it is a report that summarizes all of the financial activity for the entire year! For an example, see Figure 12 on the following page.

Instructions

1. The Annual Summary Financial Report (p. 21) gives an overview of your club’s financial activities throughout the program year. In South Carolina, our program year is from September 1 to August 31. The first two lines that you see ask for the dates that the summary covers and the name of your club or group.

2. The next line reads “Account Balance at Beginning of Year (A).” Don’t forget that everywhere that you see “beginning of the year” means the beginning of September — not January! IF YOUR GROUP DOES NOT HAVE A CHECKING ACCOUNT: write the total balance of all of the money that our group had on August 31st of the previous year. IF YOUR GROUP HAS A CHECKING ACCOUNT: write the ending balance in August of the previous year.

3. Add the two revenue subtotals (B and C) and put the sum in the row labeled “Total Revenues for Year (D).”

4. For each expenditure that your group paid for projects during the year, you must summarize the reason, include the date, and write the total amount for each reason under “Expenditures.”

5. Add all of these expenditures together to get the “Total Expenses for Year (E).”

6. Add the “Account Balance at Beginning of Year (A)” and the “Total Revenues for Year (D).” Then subtract the “Total Expenses for Year (E)” to get the “Account Balance at End of Year (F).”

7. This “Account Balance at End of Year (F)” should match the ending bank statement from the August that just happened. If it isn’t equal, add “Back Checks That Haven’t Shown Up on Bank Statement (G)” and subtract the “Deposits That Haven’t Shown Up on Bank Statement (H).”

8. If you just cannot make it come out equally, go back and double check that you have included all of the money received and paid out through the entire year.

9. Sign your name and date on the bottom where it says “Prepared by,” and leave the other two lines blank.
## Annual Summary Financial Report

From September 1, 2015 to August 31, 2016

**Name of Group:** Guys & Gals 4 Green Club

<table>
<thead>
<tr>
<th>Financial Activity</th>
<th>Amount</th>
<th>Yearly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account balance at beginning of program year: (A)</td>
<td>$109.24</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Taxable sales revenue (List each separately):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Pumpkins 4 Patients Sale (October 24, 2015)</td>
<td>48.00</td>
<td></td>
</tr>
<tr>
<td>2. Sew Sweet! Sale (January 9, 2016)</td>
<td>23.50</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>Sales subtotal: (B)</td>
<td>Add 1-3 Above</td>
<td>71.50</td>
</tr>
<tr>
<td><strong>Grants, donations, and other fundraising revenue (List each separately):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dues (Monthly)</td>
<td>72.00</td>
<td></td>
</tr>
<tr>
<td>2. Babysitting Bash (March 26, 2016)</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>Non-sales subtotal: (C)</td>
<td>Add 1-3 Above</td>
<td>207.00</td>
</tr>
<tr>
<td><strong>Total revenues for year: (D)</strong></td>
<td>B + C</td>
<td>278.50</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Snacks for Farm Tours (September)</td>
<td>40.28</td>
<td></td>
</tr>
<tr>
<td>2. Springing into Service Supplies (April 17, 2016)</td>
<td>57.72</td>
<td></td>
</tr>
<tr>
<td>3. Candy for Palmetto Parade Float (May)</td>
<td>12.36</td>
<td></td>
</tr>
<tr>
<td>4. 4th of July Cook-Out (July 3)</td>
<td>61.68</td>
<td></td>
</tr>
<tr>
<td>5. Club T-shirts (February)</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>6. Sales tax for raffles</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td><strong>Total expenses for year: (E)</strong></td>
<td>Add 1-6 above</td>
<td>247.04</td>
</tr>
<tr>
<td>Account balance at end of year: (F)</td>
<td>A + D – E</td>
<td>140.70</td>
</tr>
<tr>
<td>Back checks that haven’t shown up on bank statement: (G)</td>
<td>34.12</td>
<td></td>
</tr>
<tr>
<td>Deposits that haven’t shown up on bank statement: (H)</td>
<td>7.25</td>
<td></td>
</tr>
<tr>
<td><strong>Adjusted balance (A matching bank statement or record of finance must be attached to verify this amount.): (I)</strong></td>
<td>F + G – H</td>
<td>167.57</td>
</tr>
</tbody>
</table>

Prepared by: **Timothy Dawson**  
Date: 09/02/16

Audited and approved by: **Kathleen Beallon**  
Date: 08/15

Approved by CU 4-H Extension: **Herman Sanchez**  
Date: 09/27/16

---

*Figure 12. Sample Annual Summary Financial Report*
<table>
<thead>
<tr>
<th>Club Name</th>
<th>Amount of</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dues to be Paid</th>
<th>Date and Dues Paid</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Joined</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dues Form</th>
<th></th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Payment Voucher

Club Name: ____________________________________________

Date of Payment: ______________________________________

Pay to: _______________________________________________

(Copy of bill or statement must be attached)

<table>
<thead>
<tr>
<th>Items Purchased</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
</table>

Date of Approval: ________________________________

President’s Signature: ____________________________

Date: _____________

Secretary’s Signature: ____________________________

Date: _____________

Check Number: __________ Date of Check: ____________

Prepared by: ________________________________

Date of Approval: ________________________________

President’s Signature: ____________________________

Date: _____________

Secretary’s Signature: ____________________________

Date: _____________

Check Number: __________ Date of Check: ____________

Prepared by: ________________________________
# Checking Account Register

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Date</th>
<th>Description of Transaction</th>
<th>Payment/ Debit (-)</th>
<th>✓</th>
<th>Fee (If Any) (-)</th>
<th>Credit (+)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Name of Club/Group

Monthly Treasurer’s Report for Clubs

1. Tell the balance at the beginning of the month.
   Date: ________________  Balance: $________________

2. State the money received during the month.
   Amount: $________________  For What Purpose: ______________________
   Amount: $________________  For What Purpose: ______________________
   Amount: $________________  For What Purpose: ______________________
   Total Received: $________________

3. Read the expenses.
   Amount: $________________ to: ______________________
   For What Purpose: ______________________
   Amount: $________________ to: ______________________
   For What Purpose: ______________________
   Amount: $________________ to: ______________________
   For What Purpose: ______________________
   Total Expensed: $________________

4. Indicate the closing balance.
   Date: ________________  Balance: $________________

5. Give the Total Adjusted Balance.
   - Add back checks that did not appear on the bank statement.  + $__________
   - Subtract deposits that have not shown up on the bank statement. - $__________
   - Adjust the balance to agree with the bank statement. = $__________
   - Include a copy of the bank statement that confirms the total adjusted balance which
     was written on line three.

Prepared by: ___________________________  Date: ________________
Treasurer

Accepted by: ___________________________  Date: ________________
President
# Annual Summary Financial Report

From September 1, 20____ to August 31, 20____

Name of Group: ____________________________

<table>
<thead>
<tr>
<th>Financial Activity</th>
<th>Amount</th>
<th>Yearly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account balance at beginning of program year: (A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Taxable sales revenue (List each separately):**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Sales subtotal: (B) Add 1-3 Above

**Grants, donations, and other fundraising revenue (List each separately):**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Non-sales subtotal: (C) Add 1-3 Above

**Total revenues for year: (D)** B + C

**Expenditures:**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6. Sales tax for raffles</td>
<td></td>
</tr>
</tbody>
</table>

**Total expenses for year: (E)** Add 1-6 above

**Account balance at end of year: (F)** A + D – E

**Back checks that haven’t shown up on bank statement: (G)**

**Deposits that haven’t shown up on bank statement: (H)**

**Adjusted balance (A matching bank statement or record of finance must be attached to verify this amount.): (I)** F + G - H

Prepared by: ____________________________ Date: _____________

Audited and approved by: ____________________________ Date: _____________

Approved by CU 4-H Extension: ____________________________ Date: _____________
South Carolina 4-H
Yearly 4-H Club/Advisory Summary Sheet
By County

Directions: Please include financial summary information for all 4-H Clubs and Advisories within your county.

County: ___________________________________________________________________
Name of Advisory Chair: ___________________________________________________________________
County 4-H Agent: ___________________________________________________________________
Phone Number: ___________________________________________________________________
Program Year: _______________ to _______________ , 20 __________

<table>
<thead>
<tr>
<th>Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants (Please list sources)</td>
<td>_______________</td>
</tr>
<tr>
<td>Donations: (Indicate both cash &amp; checks)</td>
<td>_______________</td>
</tr>
<tr>
<td>Fundraising Events: (Name of Events &amp; Amounts)</td>
<td>_______________</td>
</tr>
<tr>
<td>All Other Income: (Summary Only)</td>
<td>_______________</td>
</tr>
</tbody>
</table>

Expenses: (Summary Only) _______________

Closing Balance _______________

Signature & Date of Agent: ____________________________
Date Received by State Office: ____________________________
# Semi-Annual Financial Report

**Month:**

**Name of Group:**

<table>
<thead>
<tr>
<th>Sales Revenue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td><strong>Sales subtotal:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Grants & Other Fundraising Revenue**

| 1.            |        |
| 2.            |        |
| 3.            |        |
| **Non-sales subtotal:** |     |

**Total revenues for month:**

**Expenses**

| 1.            |        |
| 2.            |        |
| 3.            |        |
| 4.            |        |
| 5.            |        |
| 6. Sales tax for raffles |    |

**Total expenses for month:**

**Account balance at end of month:**

**Back checks that haven’t shown up on bank statement:**

**Deposits that haven’t shown up on bank statement:**

**Adjusted balance at end of month:**

Prepared by: ____________________________ Date: ____________

Audited and approved by: ____________________________ Date: ____________

Approved by CU 4-H Extension: ____________________________ Date: ____________
# Projected Budget/Fundraising Plan

**From September 1, 20____ to August 31, 20____**

**Name of Group:**

<table>
<thead>
<tr>
<th>Financial Estimates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account balance at beginning of fiscal year:</td>
<td></td>
</tr>
<tr>
<td>Projected account balance at end of year:</td>
<td></td>
</tr>
<tr>
<td>Projected operating surplus or shortfall:</td>
<td></td>
</tr>
</tbody>
</table>

## REVENUE

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td></td>
</tr>
<tr>
<td>Donations (Personal, Estate, Business)</td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td></td>
</tr>
<tr>
<td>Fundraisers</td>
<td></td>
</tr>
<tr>
<td>Non-Cash Donations</td>
<td></td>
</tr>
<tr>
<td>All other income (Ex. Fees)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Projected Revenue (Excluding non-cash donations)**

## EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising-related Expenditures</td>
<td></td>
</tr>
<tr>
<td>Activity Expenses (Ex. Field trips)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Projected Expenditures**

**Prepared by:**

**Date:**

**Audited and approved by:**

**Date:**

**Approved by CU 4-H Extension:**

**Date:**

*Note if sales tax needs to be collected.*

*A license or permit is required for raffles and some food sales.*