



4-H Club Forms

Type of Form	Purpose of Form	Location of Form
4-H Club Summary Multi-purpose form	To be recognized as a 4-H club for the current year must be completed and on file at the WVU Extension office by Oct 31 each year. This form is used to complete the club enrollment with member data and establish a contact file for members & leaders. It is used to record member projects upon enrollment, in July each year to record project book scores, in August to record Fair Exhibit scores and in September to record Activity records Scores. It is also used as a summary for 4-H achievement awards and project pins & bars.	Updated copy due to Extension office by: <ul style="list-style-type: none"> • 11/30/11 • 7/9/12 • 9/30/12
4-H Enrollment Card Official form indicating 4-H membership	To establish member information and to properly enroll member for the current 4-H year. Must have enrollment form on file with club to establish membership, eligibility for participation, insurance coverage, awards, scholarships, and for participation at the county, state and national 4-H level.	Keep with club file.
Health History Form With leader or chaperon during meetings, events or activities.	For the club leader to be aware of the health history, any health issues such as seizures, Bee stings, food allergies, for their club members. Parent completing and signing the form establishes a record of health, permission to participate, emergency contact information, right to obtain medical treatment, makes the leader aware of any restrictions on member participation. Provides for reasonable effort and care of the member while participating in 4-H events and activities. Parent/Guardian can update and re-sign previous year's form.	Readily available to club leader during all 4-H meetings, events or activities. Keep with club file.
4-H Behavioral Expectations, Code of Conduct and Media Release	Includes expectations of behavior at all 4-H events including camp and the fair. Explains the consequences of poor behavior and allows the agent to intervene and if necessary deny member, leader or parent 4-H participation. Provides written permission to use pictures and names for 4-H media.	Signed original to be turned in to the Extension office by November 30, 2011
4-H Project Book Order Form	Each club will complete and submit to the extension office on/or before November 30. All project books are shipped from the state office to the county extension office. Project information sheets will be inserted which will include project book activity requirements, project leader /instructor contact information, project workshop information, and fair participation and exhibit requirements.	Leaders will be notified when project books can be picked-up.

Adult Volunteer Leader form	Prior to any adult being accepted as a 4-H volunteer leader and allowed to work with 4-H members they will complete and submit the form, references will be checked and a letter of acceptance will be sent to the new adult leader and copies placed on file.	Copies maintained on file at extension office.
State Auditor's Checklist	To be completed by club leader prior to meeting with 4-H Agent. All club leaders will meet with 4-H Agent to review club audit by 11/30/11. All listed documentation is to accompany completed form when meeting with 4-H agent, such as club minutes, check book with ledger, financial summary, club receipts and invoices, list of club officers, club enrollment summary, budget, By Laws, and code of conduct. Club checklist and documentation will be returned to the club immediately following the state audit.	Contact 4-H agent to schedule meeting at Extension office by 11/30/2011. Keep copy for three years with club file.
Travel Release Form With leader or chaperon during event or activity.	When any 4-H member is traveling to a 4-H event or activity, in state or out of state, a completed and signed travel release form must be with the 4-H adult leader assigned for this travel event. All information must be completed and a copy of form should be given to the parent. Emergency contact information should be provided to all parties including a cell phone number provided the parents of the adult leader in charge of the trip. Provide copy to parents prior to trip.	Keep signed original form with you during trip and place in club file for 1 year after event.
Tax Exemption Form	Used by club when making purchases for 4-H club use. Remember 4-H is a non-profit organization and does not pay sales tax. Club receipts should not show tax being paid.	Extra forms with club file, use as needed.
WVU Certificate of Liability Insurance	Use this certificate when partnering organizations, such as school board, church boards, etc., request documentation of liability insurance. This coverage applies to 4-H leaders and members who are properly enrolled and registered with Berkeley County 4-H while they are involved in any 4-H event or activity that is on file with the extension office. This is why the office needs information about your club meetings, events and activities. Updated each July 1	Keep one form with club file and make copies for organizations as needed.
Club Fund Raiser & Approval Form	Complete information for your club fundraiser and submit prior to the event to the 4-H Agent for review and approval. Will help ensure proper planning, use of 4-H logo, marketing of event, Risk-management review and compliance with best money practices in 4-H resource development.	Approval copy on file at extension office. Final report included with club minutes.
Club Budget	Each 4-H year prepare a financial plan of what you think the club will take in and how the money will be spent. This is a proposed budget and just a guide for the club.	Copy with audit checklist and one on file with club records.
Club By-Laws	Each 4-H year review and approve By-Laws. Any changes should be noted in Club meeting minutes and reflected in the By-Laws submitted.	Copy with audit checklist and one on file with club records.

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