

# WALTON COUNTY 4-H VOLUNTEER HANDBOOK

**UF** | **IFAS Extension**  
UNIVERSITY of FLORIDA



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## Who is Walton County 4-H?

Walton County 4-H currently has 190 volunteers; 156 adult and 34 youth volunteers. These volunteers serve roles as club leaders, episodic volunteers, camp counselors and chaperones. Responsibilities vary depending on the volunteer role and duration of their appointment.

Annual and long term volunteers are usually in leadership roles such as club leaders, association members, advisory committee members, or expansion and review committee members. Association and Committee members and officers generally have an annual term that is renewable and are responsible for reviewing the budget, club accounts, programming efforts, and expansion efforts of the county program. Club leaders have a wide range of responsibilities depending on their appointment. Within the “Club Leader” category are additional types of volunteers such as, Club Organizational Leader, Club Project Leader, Club Resource Leader, and Club Activity Leader. This subdivision of leadership provides opportunities for multiple leaders within a club and more importantly a division of responsibility so the typical “Club Leader” is not held responsible for everything and burns out easily. Although this type of leadership division is rarely utilized, it can solve a lot of retention problems for the county program and volunteers.

Episodic volunteers’ responsibilities depend on the event or activity for which they are volunteering. Tropicana volunteers are generally teachers and aides that assist in delivering the Tropicana curriculum as well as conducting the classroom and school competitions and returning all demographic information to the 4-H office. These types of volunteers are extremely important in the implementation of county wide programs that are utilized in multiple classrooms, 97 to be exact for Walton County. It is physically impossible for the 4-H Agent and Program Assistant to deliver that mass quantity of programming and complete other responsibilities as well without the assistance of episodic volunteers.

Other episodic volunteers may be group leaders at large one day events, workshop teachers during day camps, chaperones during overnight trips, and/or camp counselors. Teens play a huge role in day camp and residential camp volunteers. Not only are they helping with delivering the program and supervision of campers but they are also learning life skills in responsibility, confidence, management and much more that will help them in everyday life. Teen volunteers are pivotal in the advancement of reaching the age range in 7<sup>th</sup>-12<sup>th</sup> grade that we often lose due to the many options available in extracurricular activities in the school system and workforce. With their support of 4-H programs and recruitment of fellow teens, we are capable of reaching more youth and successfully getting those youth on a thriving trajectory.

The value of volunteers in programs such as 4-H is priceless. However, annually the 4-H Agent must estimate the monetary value of these volunteers based on a volunteer pay rate. In the 2015-2016 year, Walton County volunteers had an estimated value of \$92,487.63 (4009 hours x \$23.07) which doesn’t include hours not reported by volunteers nor “at home” hours worked by these volunteers in preparation for programs, club meetings, etc. Volunteers tend to be very modest in reporting their time dedicated to the organization as they see it as their civic duty to give back to their community and “To Make the Best Better” in regards to our youth.



## What is 4-H?

4-H is the nation’s largest youth development organization. Over 230,000 members in the State of Florida help to make up the community of more than 6.5 million young people across America. 4-H is a non-formal, practical educational program for youth. Florida 4-H is the youth development program of Florida Cooperative Extension, a part of the University of Florida IFAS.

## What Do the 4 H’s Stand For?

The 4-H emblem is one of the most recognized logos in America. It has proudly represented America’s largest youth organization for decades, and should always be presented and used in a respected way. The emblem represents a standard of quality in youth development which is experiential in nature, meaning that young people learn all kinds of things through 4-H in a hands-on way

- **Head** – Mental Development
  - Deeper knowledge and reasoning
- **Heart** – Emotional Development.
  - Developing interest, appreciation, and wholesome attitudes.
- **Hands** – Skills Development.
  - Ability to do, skill in doing, and habit of doing.
- **Health** – Physical Development.
  - Understanding and appreciating a growing and changing body.



## What is the 4-H Mission?

The Florida 4-H Youth Development Program uses a learn-by-doing approach and caring adults to help youth gain the knowledge and life skills they need to be productive, responsible citizens. To achieve its mission, 4-H accesses the expertise and resources of the University of Florida and a nationwide network of Cooperative Extension Service faculty and staff.

## What is the 4-H Vision?

Florida 4-H aspires to be the leading youth development program that creates positive change in youth, families, and communities.

## What is the Motto, the Slogan, and the Pledge?

**Motto:** To Make the Best Better

**Slogan:** Learn By Doing

**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 county and my world.



...To Make the Best Better.



## Who Can Join?

4-H is open to all youth, ages 5-18, determined as of September 1 of the current 4-H program year and open to all counties in the State of Florida. 4-H serves youth from all backgrounds and interests. It reaches both boys and girls through 4-H clubs, special – interest groups and short – term projects, school-age child care, individual and family learning and mentoring, camping and school enrichment.

## What Type of Programming?

There are three primary program areas, or mission mandates, – science, citizenship, and healthy living. The educational foundation of 4-H lies in these three mission mandate. These mandates reiterate the foundation purposes of Extension (e.g., community leadership, quality of life, and technology transfer) in the context of 21st century challenges and opportunities.

Programming is delivered through multiple modes such as community clubs, in-school clubs, after-school clubs, mentor programs, school enrichment programs, day camping workshops, residential camping, state and national events, state executive boards and committees, and more.

## What is the 4-H Impact?

**4-H is the only youth development program with direct access to technological advances from university research.**

**According to the 4-H Study of Positive Youth Development conducted by Tufts University young people in 4-H:**

1. Report better grades, higher levels of academic competence, and an elevated level of engagement at school.
2. Are nearly two times more likely to plan to go to college
3. Are more likely to pursue future courses in a career in science, engineering, or computer technology.

The UF/IFAS Extension Florida 4-H Youth Development Program uses a learn-by-doing approach to help youth gain the knowledge and skills they need to be responsible, productive citizens. This mission is accomplished by creating safe and inclusive learning environments, involving caring adults, and utilizing the expertise and resources of the University of Florida and the nationwide land grant university system.

During the 2014-15 program year, Florida 4-H reached over 204,000 youth, ages 5-18, through 4-H clubs, school enrichment, camping, school age child care programs, etc.—with the help of more than 13,000 volunteers trained by Extension 4-H Faculty statewide.



## Standardized Policies and Procedures

### I. Recruitment

Volunteers must be ages 18+ as adult volunteers and generally ages 13+ for youth volunteers. Recruitment of Volunteers can be accomplished in the following ways\*:

- **Word of mouth-** Share the fun of 4-H with others by telling your story
- **Social Media-** Facebook, Twitter, etc
- **Direct Mailing-** postcards, invitations, etc
- **Newsletter-** subscription to 4-H in the Panhandle
- **Newspaper-** monthly articles featuring opportunities and volunteers in 4-H
- **Radio-** program advertisement, volunteer needs, 4-H information

**\*Any direct mailings, flyers, communications, etc that come from the UF IFAS Extension 4-H will require the Equal Opportunity Statement and proper logo (check with your 4-H Agent to approve all disseminated materials)**

### II. Selection

The 4-H Agent is responsible for interviewing, background screening, and selecting volunteers for roles needed within the Walton County 4-H program. All applicants will:

1. Submit a volunteer application (*Contact 892-8272 or [brooks15@ufl.edu](mailto:brooks15@ufl.edu) to have the Walton County Specific paper version of the application emailed to you*)
  - a. online- <https://florida.4honline.com/Login.aspx?403D404B4D4B61784A716F4B38773D>
  - b. paper- <http://florida4h.org/volunteers/Volunteer-Application.pdf>
2. Schedule and complete a 435 Level 2 Livescan background screening\*\*
  - a. This is at NO COST to the Volunteer
  - b. Schedule location and time with your 4-H Agent
  - c. Within the Walton County Volunteer application is the consent forms needed

\*\*If you've been 435 Level 2 background screened in the last 5 years or work for the School District or Law Enforcement you may have your results sent to the 4-H Office instead of being re-fingerprinted. The "Screening from Another Agency" form is in the Walton County Volunteer Application Packet.

Upon approval through DCF the 4-H Agent will contact the applicant and discuss their placement within Walton County 4-H based on their interest, skills, and time commitments. Approved Volunteers will receive a letter of acceptance if they are selected to become a Walton County 4-H Volunteer. Upon acceptance volunteers are expected to begin completing their orientation and trainings requirements. Some trainings are one time requirements while others are annually renewal required.

### III. Orientation and Training

Orientation of new volunteers is available throughout the year via online sources and face-to-face meeting with the county 4-H Agent. Orientation videos can be found on Florida4h.org and are accompanied by a survey which must be completed and emailed to the 4-H Agent to be placed in the Volunteer's profile kept in the 4-H Office. Volunteers are encouraged to subscribe to the Northwest District 4-H in the Panhandle Newsletter which provides weekly articles written by 4-H Agents highlighting programs, youth accomplishments, and volunteer spotlights. It is an EXCELLENT source of ideas, refreshers, and recognition of accomplishments for our District!

#### Orientation:

1. Complete the 5 Orientation Modules (1 hour total)
  - a. <http://florida4h.org/volunteers/resources/orientation/>
2. Complete the survey after modules (enter name, county and email)
3. Club Leader Resources
  - a. <http://florida4h.org/clubs/resources/>
4. Subscribe to 4-H in the Panhandle Newsletter
  - a. <http://nwdistrict.ifas.ufl.edu/4hn/>

Training for new and veteran volunteers is available throughout the year as well via online sources, webinars, Make A Difference (MAD) Mondays, seminars/retreats, and face-to-face meetings with the county 4-H Agent. In addition, completion of the online youth protection certification is required annually of ALL volunteers. Volunteers are encouraged to join and subscribe to the Volunteer Association and take advantage of the awards and seminars provided.

#### Training:

1. Complete the OYCS youth protection training:
  - a. <https://oycs.ufsa.ufl.edu/wp-content/uploads/2012/10/YCS800-simulated-version-1.swf>
2. 4-H Volunteer Training Series
  - a. <http://florida4h.org/volunteers/resources/vts/>
3. Contact your assigned mentor leader
4. Attend Make A Difference (MAD) Monday webinars
  - a. View Archived Sessions <http://florida4h.org/madmonday/>
5. Attend GOT VIVA trainings, focus groups, etc.
6. Review Volunteer Association page for trainings
  - a. [http://florida4h.org/volunteers/volunteer\\_association/](http://florida4h.org/volunteers/volunteer_association/)



#### IV. Supervision

*Of the 4-H Agent:*

The organization is directly under the supervision of the county 4-H Agent who is supervised by the County Extension Director, District Extension Director, University of Florida, IFAS and 4-H. The 4-H Agent is responsible for recruiting members of the community to serve on the 4-H Association, Advisory Committee and 4-H Expansion & Review Committee. Each committee must meet a minimum of twice annually (generally Fall and Spring.) .

*Of 4-H Programming:*

The Expansion and Review committee is responsible for review of current programs and advising on expansion of programs throughout the county. They are also responsible for maintenance of Affirmative Action and Club boundaries.

*Of 4-H Funding:*

The 4-H Association is directly responsible for the 4-H bank account. These members meet twice annually to approve the budget, review spending, and perform an annual review/audit of the account. Generally the Treasurer is the signatory on the account and responsible for signing checks for 4-H use of funds.

The Advisory Committee is responsible for approving the budget and advising the 4-H Agent on funding opportunities within the county. They are also responsible for program needs assessments and engagement of stakeholders in the county

*Of 4-H Youth:*

Supervision of youth must ALWAYS abide by the “2 Deep Leadership” rule by which there are two 435 Level 2 background screened adults present at ALL times during adult interaction with youth activities such as club meetings, fundraisers, etc. This rule also applies when counseling a youth for misconduct or interviews.

#### V. Evaluation

*Of Volunteers Directly:*

Volunteers will be given a reflective, post-reflective, and pre/post reflective surveys annually to evaluate the effectiveness of transferring knowledge from orientation and training into their volunteer roles. Also this will measure their satisfaction with the Walton County 4-H Volunteer Program. These will be given periodically after trainings and as a final year-end evaluation.

*Of Volunteers Indirectly:*

4-H members will evaluate their 4-H environment on an annual basis with the common measures survey. This will determine if successful transfer of life skills occurred from Volunteers to youth.



## Position Descriptions

*Note from the 4-H Agent: The volunteer positions listed below are divided into Episodic (short-term) and Annual or Long-term commitments. Please review the details of the position you are interested in applying for to ensure it matches your expectations, abilities, and goals. You will be asked to sign your Volunteer Position Description after your appointment interview.*

### **Episodic Volunteers:**

This type of volunteer has responsibilities associated with the event at which they are volunteering. Time commitments are usually shorter and range from one day events or over the course of program implementation such as 4-H Tropicana Public Speaking Contest.

### **I. County Teacher (4-H Tropicana Program)**

#### **PURPOSE:**

Contributes to the successful implementation of the 4-H Tropicana Program curriculum and materials delivered from the Extension Office.

#### **DUTIES AND RESPONSIBILITIES:**

- Complete the Classroom Demographic form and return it to the 4-H Office.
- Distribute the family letters and program curriculum to students.
- Help students create, write and present speeches.
- Choose the classroom winner to perform in the school competition.
- Select one overall school winner to attend the county competition.
- Prepare the school winner for the county competition.

#### **QUALIFICATIONS**

Teacher, Aide, or Counselor within the school district.

#### **RESOURCES AVAILABLE**

- Tropicana will provide the printed materials for each county program.
- Tropicana provides awards for classroom, school, and county winners.
- County 4-H Office provides printed teacher copies of curriculum and guidelines.
- Materials available here [http://florida4h.org/programsandevents\\_/tropicana-public-speaking-contest/](http://florida4h.org/programsandevents_/tropicana-public-speaking-contest/)

#### **BENEFITS**

- Recognition in your county.
- Contribution to positive youth development.

#### **TIME COMMITMENT**

Range from August to December for in class implementation



## II. Overnight Chaperone

### PURPOSE:

Provides safe and inclusive environments for youth to experience 4-H by supervising youth during overnight 4-H events.

### DUTIES AND RESPONSIBILITIES:

- Become familiar with event and 4-H rules and procedures, including 4-H volunteer policies, emergency procedures, and 4-H behavioral expectations and disciplinary policy and procedures.
- Participate in a briefing for 4-Hers and their parents before traveling to the event.
- Accompany the participants to the event activities.
- Share the responsibility for driving a vehicle to event activities as needed.
- Be present to supervise and assist 4-H members at activities and lodging areas.
- Know where 4-H members are at all times.
- Cooperate with Florida Cooperative Extension faculty, staff, and volunteers in enforcing 4-H and event rules and procedures.
- Attend any and all adult briefing meetings for or during the event and share information from that meeting with members.
- Assist with any activities as requested by event personnel.
- Update skills and knowledge by attending leader training meetings that are applicable.
- Maintain sensitivity to the individual differences of 4-H members such as differences in interests, abilities, personal needs, cultural heritage, and family support.

### QUALIFICATIONS

- Complete and sign the following forms and return the originals to the County 4-H Office.  
(1) Volunteer Appointment Form (2) 4-H Health Statement (3) 4-H Code of Conduct
- Complete Chaperone Certification Program
- Ability to communicate with youth. Understanding of the developmental characteristics of youth.
- Mature and responsible adult ages 21 and older.
- In some cases willing to pay own expenses, or expenses in excess of what is provided.
- Must be a 4-H volunteer for at least three years for out of county or out of state events.
- Have a belief in the educational value of the 4-H youth development program.
- Have a belief in the importance of youth development and the need to provide young people with out of school learning opportunities. An understanding and acceptance of Youth/Adult partnerships.

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

Varies by event

### III. County 4-H Judge

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by helping 4-H members learn to recognize their accomplishments through 4-H project work and to evaluate their performance through the exhibit experience.

**DUTIES AND RESPONSIBILITIES:**

- To serve as a conference judge at 4-H exhibits.
- To greet youth with enthusiasm and a smile when they come to judging, being sensitive to their age, experience, and personality.
- To be open-minded and encouraging when making constructive comments – use the “sandwich method”.
- To complete the score sheets and ratings for each project for each child.
- To work with Extension staff member or volunteer to see that all necessary papers are completed and that ribbons have been distributed.
- To select competitive awards and State Fair delegates, as appropriate.

**To help youth learn:**

- More about a specific project or topic
- Recognize their accomplishments (efforts, successes, challenges)
- Evaluate his/her performance and/or exhibit
- Guide thinking to what they would like to learn next

**QUALIFICATIONS**

- Complete and sign the Episodic Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Must be able to communicate positively with 4-H-aged youth.
- Must be familiar with the competencies, skills, and characteristics of junior, intermediate, and senior aged 4-H youth participating in the Judging Contest.
- Must have experience judging contests and giving oral reasons.
- Must not have a conflict of interest, such as being in a close personal relationship or continuous direct contact, with any of the 4-H’ers in the contest. Potential conflicts of interest include, but are not limited to, being a relative, friend, 4-H leader, trainer, or in a leasing/business relationship with the 4-H’er or his or her immediate family.

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Approximately 4 hours. (renewable)

## IV. Day Camp Volunteer

### PURPOSE:

Contributes to the success of the county 4-H Youth Development Day Camp program by helping during day camps throughout the year as group leaders, activity leaders, and assisting with other duties assigned by the 4-H Agent.

### DUTIES AND RESPONSIBILITIES:

- Supervision of youth in small group settings.
- Greet youth with enthusiasm and a smile when they come to the program.
- Be open-minded and encouraging when making constructive comments during activities.
- Assist in serving snacks.
- Assist in set up and cleanup of work areas.
- Lead group activities, games, songs, etc with enthusiasm.

### *To help youth learn:*

- Details about a specific project or topic
- Recognize their accomplishments (efforts, successes, challenges)
- Opportunities available through 4-H membership

### QUALIFICATIONS

- Must be ages 13+
- Complete and sign the Episodic Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Must be able to communicate positively with 4-H-aged youth.

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Gaining leadership skills.
- Learning group management skills.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

Approximately 7-8 hours per day. (renewable)

## Annual or Long-term Volunteers:

Annual or long-term volunteers are usually active holding offices and leadership roles in the Community Clubs, County Associations, County Expansion & Review Committee and/or County Advisory Committee. These terms are generally one year but can be renewed if the volunteer desires and is re-appointed.

## V. County Club Organizational Leader

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by providing direct service to youth through organizational leadership and supervision for a group of 4-H club members and project leaders in an atmosphere which reflects educational quality, teamwork and cooperation. Together with youth and other volunteers, coordinates club activities, gives guidance and direction, and serves as the primary contact person for the club with the County Extension staff and the Florida 4-H program.

### DUTIES AND RESPONSIBILITIES:

- Provides leadership to youth and volunteers to:
  - establish annual club goals and objectives
  - plan the yearly club program and activities
  - recruit new members, recognize graduating members and apply for club recognition
  - conduct enrollment and help members to select projects
  - elect, install, and train club officers
  - mentor officers in preparing meeting agendas, learning skills and carrying out other duties
  - conduct group activities and events
  - participate in county, regional and statewide events and programs
  - help youth evaluate individual and group progress
- Establishes a system for support of youth and adult volunteer leaders including:
  - helping volunteers understand their roles
  - orienting and informing all volunteers about behavior expectations of volunteers working with youth
  - helping volunteers plan and implement learning experiences with members and families
- Maintains communication within the club and between the 4-H club and county, district and state 4-H program including:
  - setting up processes to disseminate information in the club
  - maintaining regular contact with unit Extension staff
  - attending training and keeping up-to-date on unit, regional, state, and national programs
  - reporting enrollment and other requested data to the unit Extension staff

### QUALIFICATIONS

- Have a belief in the importance of youth development.
- Complete and sign the following forms and return the originals to the County 4-H Office. Volunteer Appointment Form, 4-H Health Statement, 4-H Code of Conduct.
- Effective written and oral communication.
- Willingness to work as a team member.

### BENEFITS

- Expenses incurred and miles are driven are tax deductible.
- Liability and Workman's Compensation insurance through the University of Florida.
- Recognition of others in your community.
- Helping in the positive development of the youth of the county

### TIME COMMITMENT

10-15 hours monthly (depends on club size and activities)



## VI. County 4-H Club Project Leader

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting 4-H members enrolled in a specific project gain knowledge, skills, and attitudes by guiding them as they learn in that 4-H project.

### DUTIES AND RESPONSIBILITIES:

#### *Facilitate youth learning about a project by:*

- Assisting with enrollment by introducing the project to all members and parents.
- Helping members establish goals and plan for their project work.
- Conducting project meetings and workshops where members can get hands-on experiences.
- Giving support in planning and carrying out projects to individual project members as needed.
- Encouraging members to complete their project work as planned.

#### *Provide additional support to 4-H members in their project work by:*

- Involving experienced youth in the teaching as junior leaders.
- Encouraging parents to support project work at home.
- Assisting members with exhibits, demonstrations, and other sharing activities.
- Helping members complete planning sheets to evaluate their progress in the project.
- Providing recognition for the project accomplishment of members.
- Keeping members informed of other opportunities related to the project.
- Being sensitive to risks, and using risk management strategies related to project work.

#### *Continue your own personal development by:*

- Updating your own project skills by attending relevant training.
- Becoming familiar with project literature and sharing knowledge of the project.

#### *Work with other club volunteers in meeting club goals and to keep the entire club informed of things related to assigned activity that involve or impact others by:*

- Communicating regularly with other volunteers.
- Helping to identify, select, and support new volunteers.
- Assisting with other activities related to the project, including community service, as appropriate.

### QUALIFICATIONS

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Knowledge in or willingness to learn about subject matter to be lead (taught).
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

Monthly. (renewable)



## VII. County 4-H Club Activity Leader

### **PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting 4-H members through their involvement in a specialized group activity and to support the club as a member of the leadership team. Activities may be for community service related to subjects such as the environment, safety, health, social activities, fundraisers, etc.

### **DUTIES AND RESPONSIBILITIES:**

#### *To organize and support 4-H activities by:*

- Involving members and parents in setting goals and planning the yearly program of activities
- Providing guidance and direction to junior leaders and/or committee members conducting activities
- Arranging for location, program materials, equipment, and publicity to carry out the activities
- Keeping members, volunteers, and families informed of activities
- Helping members evaluate their learning through activities
- Keeping members informed of related unit, regional, and state activities

#### *To work with other volunteers in meeting club goals and to keep the entire club informed of activities by:*

- Communicating regularly with other volunteers
- Assisting in identifying, locating and obtaining community resources
- Assisting with unit, regional, and state activities as they related to the activities of the club

### **QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

### **RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### **BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### **TIME COMMITMENT**

Varies by activity. (renewable)



## VIII. County 4-H Club Resource Leader

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the 4-H club in obtaining resources for projects, competition, fair booths, sponsorships, etc.

### DUTIES AND RESPONSIBILITIES:

#### *Facilitate youth learning about fund raising by:*

- Assisting with learning about financial accountability
- Helping members establish goals and plan for their fundraisers.
- Conducting project meetings and workshops where members can get hands-on experiences at budgeting.
- Giving support in planning and carrying out fundraisers.
- Encouraging members to participate in club fundraising efforts.

#### *Continue your own personal development by:*

- Updating your own knowledge by attending relevant training.
- Becoming familiar with the County Association.
- Becoming familiar with the 501.c.3 status of non-profits.

#### *Work with other club volunteers in meeting club goals and to keep the entire club informed of Fundraising efforts and success:*

- Communicating regularly with other volunteers.
- Helping to identify, select, and contact donors inside the community.
- Identify outside donors such as grants and sponsorships.
- Assisting with other activities related to fundraising.

### QUALIFICATIONS

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Knowledge in or willingness to learn about subject matter to be lead (taught).
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

Monthly. (renewable)



## IX. County Association Chairperson

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the maintenance of the Walton County 4-H Association funds. Provides input into funding and spending of program funds based on the county 4-H priorities.

### DUTIES AND RESPONSIBILITIES:

- Preside over business meetings of the Association.
- Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.
- The chairperson shall serve as representative of the Association.
- The chairperson shall appoint committees and committee chairs.
- The chairperson serves as an ex-officio member of all committees except the Nominating Committee.
- Other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to think critically.
- Demonstrates ability to solve problems.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to make decisions.
- Demonstrates empathy for others.
- Demonstrates ability to plan and set goals.

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year. (renewable)



## X. County Association Vice Chairperson

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the maintenance of the Walton County 4-H Association funds. Provides input into funding and spending of program funds based on the county 4-H priorities.

### DUTIES AND RESPONSIBILITIES:

- Preside over business meetings of the Association in absence of Chairperson.
- Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.
- The chairperson shall serve as representative of the Association.
- The vice chairperson may serve as a committee chair.
- Other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to think critically.
- Demonstrates ability to solve problems.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to make decisions.
- Demonstrates empathy for others.
- Demonstrates ability to plan and set goals.

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year. (renewable)



## XI. County Association Member

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the maintenance of the Walton County 4-H Association funds. Provides input into funding and spending of program funds based on the county 4-H priorities.

### DUTIES AND RESPONSIBILITIES:

- Attend County Association meetings and participate in its activities.
- Become familiar with the Cooperative Extension Service of the University of Florida Institute of Food & Agricultural Sciences, its mission and objectives.
- Help to analyze the county situation as it relates to youth development.
- Help to identify problems, needs and concerns.
- Assist county staff in identifying and obtaining resources to meet those needs.
- Help staff to set program priorities through the development of an annual and four year plan of work.
- Maintain knowledge of and visibility in programs implemented.
- Give leadership, guidance and serve on subcommittees.
- Help to "Bridge the Gap" between the county 4-H program and local businesses and organizations.
- Help determine County 4-H policies and procedures that insures 4-H is accessible to all youth and adults regardless of race, color, religion, sex, handicap or national origin.
- Keep up with local concerns of youth and local trends.
- Review program results with 4-H staff.
- Assist in accounting to various stake holders.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, Confidentiality Agreement and Enroll in 4-H Online.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year.



## XII. County Association Secretary

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the maintenance of the Walton County 4-H Association funds. Provides input into funding and spending of program funds based on the county 4-H priorities. Serves as the recording officer of the County Association.

### DUTIES AND RESPONSIBILITIES:

- Records the proceedings of the Association meetings in the minutes.
- Maintains all official meeting records of the Association in accordance with UF policy.
- Maintains all committee meeting records of the Association.
- Maintains official County Association Membership records.
- Notifies Association members of meeting times and location.
- Distribute correspondence to Association committees and members.
- Presides over Association meeting in the absence of the Chair or Vice Chair.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to organize and disseminate information

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year. (renewable)

### **XIII. County Association Treasurer**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the maintenance of the Walton County 4-H Association funds. Provides input into funding and spending of program funds based on the county 4-H priorities. The Treasurer of the Association is entrusted with custody of all County 4-H funds.

**DUTIES AND RESPONSIBILITIES:**

- Maintains proper record keeping of all financial transactions.
- Provides accounting for the funds of all 4-H Clubs and other 4-H entities.
- Provides monthly reporting to the Association of its financial status.
- Reconciles all bank accounts on a monthly basis
- Maintains proper accounting records in accordance with 4-H policy
- Provides all 4-H Clubs and affiliate groups with a monthly statement of financial activity.
- Payment of all bills in a timely manner.
- Deposits all income in a timely manner.
- Maintains detailed cash receipts register.
- Responsible for annual account review/audit of Association.
- Responsible for filling an IRS FORM 990 series tax return and any other requested filings.
- Provides a copy IRS FORM 990 and any other requested filing to the State Association within 30 days of filing with the IRS.

**QUALIFICATIONS**

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Willing to work as a team member.
- Knowledge of the Quick Books or other accounting software, and/or a willingness to learn.
- Knowledge of the County 4-H Program.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to organize and disseminate information.
- Demonstrates good record keeping skills.
- Must be bondable.

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

One year. (renewable)



## XIV. County Advisory Committee President

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities based on county needs assessment.

### DUTIES AND RESPONSIBILITIES:

- Preside over business meetings of the Advisory Committee.
- Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.
- The president shall serve as representative of the Advisory.
- The chairperson shall appoint committees and committee chairs if needed.
- The chairperson serves as an ex-officio member of all committees except the Nominating Committee.
- Other duties applicable to the office as prescribed by the parliamentary authority adopted by the Advisory.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to think critically.
- Demonstrates ability to solve problems.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to make decisions.
- Demonstrates empathy for others.
- Demonstrates ability to plan and set goals.

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year. (renewable)

## **XV. County Advisory Committee Vice President.**

### **PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities based on county needs assessment.

### **DUTIES AND RESPONSIBILITIES:**

- Preside over business meetings of the Advisory Committee in absence of President.
- Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.
- The vice president may serve as a committee chair.
- Other duties applicable to the office as prescribed by the parliamentary authority adopted by the Advisory.

### **QUALIFICATIONS**

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to think critically.
- Demonstrates ability to solve problems.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to make decisions.
- Demonstrates empathy for others.
- Demonstrates ability to plan and set goals.

### **RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### **BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### **TIME COMMITMENT**

One year. (renewable)

## XVI. County Advisory Committee Member

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities based on county needs assessment.

### DUTIES AND RESPONSIBILITIES:

- Attend County Advisory meetings and participate in its activities.
- Become familiar with the Cooperative Extension Service of the University of Florida Institute of Food & Agricultural Sciences, its mission and objectives.
- Help to analyze the county situation as it relates to youth development.
- Help to identify problems, needs and concerns.
- Assist county staff in identifying and obtaining resources to meet those needs.
- Help staff to set program priorities through the development of an annual and four year plan of work.
- Maintain knowledge of and visibility in programs implemented.
- Give leadership, guidance and serve on subcommittees.
- Help to "Bridge the Gap" between the county 4-H program and local businesses and organizations.
- Help determine County 4-H policies and procedures that insures 4-H is accessible to all youth and adults regardless of race, color, religion, sex, handicap or national origin.
- Keep up with local concerns of youth and local trends.
- Review program results with 4-H staff.
- Assist in accounting to various stake holders.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, Confidentiality Agreement and Enroll in 4-H Online.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year.



## XVII. County Advisory Committee Secretary

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Serves as the recording officer of the County Advisory.

### DUTIES AND RESPONSIBILITIES:

- Records the proceedings of the Advisory meetings in the minutes.
- Maintains all official meeting records of the Advisory in accordance with UF policy.
- Maintains all committee meeting records of the Advisory.
- Maintains official County Advisory Membership records.
- Notifies Advisory members of meeting times and location.
- Distribute correspondence to Advisory committees and members.
- Presides over Advisory meeting in the absence of the President or Vice President.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to organize and disseminate information

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year. (renewable)

## **XVIII. County Expansion & Review(ER) Committee President**

### **PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities and expansion of 4-H programming throughout the county based on county needs assessment. Reviews County 4-H programming bi-annually.

### **DUTIES AND RESPONSIBILITIES:**

- Preside over business meetings of the ER Committee.
- Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.
- The president shall serve as representative of the ER Committee.
- The chairperson shall appoint committees and committee chairs if needed.
- The chairperson serves as an ex-officio member of all committees except the Nominating Committee.
- Other duties applicable to the office as prescribed by the parliamentary authority adopted by the ER Committee.

### **QUALIFICATIONS**

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to think critically.
- Demonstrates ability to solve problems.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to make decisions.
- Demonstrates empathy for others.
- Demonstrates ability to plan and set goals.

### **RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### **BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### **TIME COMMITMENT**

One year. (renewable)

## **XIX. County Expansion and Review(ER) Committee Vice President.**

### **PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities and expansion of 4-H throughout the county based on county needs assessment. Reviews County 4-H programming bi-annually.

### **DUTIES AND RESPONSIBILITIES:**

- Preside over business meetings of the ER Committee in absence of President.
- Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.
- The vice president may serve as a committee chair.
- Other duties applicable to the office as prescribed by the parliamentary authority adopted by the ER Committee.

### **QUALIFICATIONS**

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to think critically.
- Demonstrates ability to solve problems.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to make decisions.
- Demonstrates empathy for others.
- Demonstrates ability to plan and set goals.

### **RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### **BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### **TIME COMMITMENT**

One year. (renewable)



## XX. County 4-H Expansion & Review Committee Member

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by helping to expand the opportunities to all youth and volunteers in the county. The committee will include youth and be representative of the county population.

### DUTIES AND RESPONSIBILITIES:

- Help the county 4-H program identify underserved areas of population.
- Review 4-H enrollment trends.
- Compare participant data with census and school enrollments.
- Assess programs offered and their appeal to underserved segments of youth population.
- Assist Extension in developing long-term 4-H expansion goals.
- Identify and target geographic areas or segments of the youth population that are underrepresented. (age, gender, racial/ethnic groups, economic groups)
- Recommend communities to target for expansion efforts.
- Suggest programs that will attract under represented youth.
- Propose priority needs to be addressed.
- Work with Extension to create action plans to reach new volunteers and members.
- Develop a marketing plan to secure volunteer leadership and attract youth in targeted areas.
- Design processes to organize and support new groups.
- Define roles for volunteers in recruiting of members and leaders, organizing new groups and supporting new leaders and clubs.
- Assist in carrying out the action plans.
- Review progress and revise priorities.

### QUALIFICATIONS

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Must be able to communicate positively with 4-H-aged youth.
- Belief in the importance of 4-H youth development and the need to provide young people with out of school learning opportunities.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and 4-H.
- Enroll in 4-H Online

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

Approximately 1 hour bi-annual minimum. (renewable annually)

## XXI. County Expansion and Review(ER) Committee Secretary

### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Serves as the recording officer of the County ER Committee.

### DUTIES AND RESPONSIBILITIES:

- Records the proceedings of the ER Committee meetings in the minutes.
- Maintains all official meeting records of the ER Committee in accordance with UF policy.
- Maintains all committee meeting records of the ER Committee.
- Maintains official County ER Committee Membership records.
- Notifies ER Committee members of meeting times and location.
- Distribute correspondence to ER committees and members.
- Presides over ER Committee meeting in the absence of the President or Vice President.

### QUALIFICATIONS

- Adult ages 18+
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to organize and disseminate information

### RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

### BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

### TIME COMMITMENT

One year. (renewable)

## Risk Statement

The UF/IFAS Extension 4-H Youth Development Program is committed to the safety and well-being of its youth as well as the volunteers who help deliver 4-H programs under the supervision of 4-H faculty and staff. All things in life involve some sort of risk. When working with youth, this is especially true but there are many ways volunteers can minimize this risk and lead safe 4-H activities. Although not to be considered legal advice, here are some facts and issues to know and keep in mind while serving as a 4-H volunteer:

1. **Volunteers performing authorized and approved 4-H volunteer responsibilities** (as appointed by UF/IFAS Extension faculty/staff) are eligible for workers' compensation and state **liability protection** under the same conditions as state employees.
2. **Treat all 4-H participants fairly and apply policies and rules consistently for all.** As part of a public institution, 4-H Youth Development has clear expectations regarding preventing discrimination (posted at <http://florida4h.org/policies>). The University of Florida is an Equal Opportunity Institution and 4-H values diversity and inclusiveness.
3. To protect youth and adults involved in UF/IFAS programs, UF/IFAS has established **mandatory volunteer background screening and youth registration procedures** to meet requirements of the State of Florida via the Department of Children and Families (DCF); and the University of Florida Office of Youth Conference Services (OYCS). The policy and procedures are posted at <http://florida4h.org/policies>.
4. **When using your personal motor vehicle for transportation** related to a 4-H function, your policy with your auto insurance company will dictate the liability protection you have in the case of a motor vehicle accident. 4-H transportation policy is posted at <http://florida4h.org/policies> and included in the 4-H Participation Form. **ALL transportation should be performed in a county vehicle if possible.**
5. **Accidents will happen.** This is why many county 4-H programs (usually sponsored by their county 4-H organizations) provide basic accident insurance coverage for all officially registered 4-H members and leaders. This policy covers injuries incurred during any 4-H activity. Our insurance is provided through American Income Life (AIL). **An AIL accident report and accident form MUST accompany the injured youth or adult to the treatment facility.**
6. **Inform your county 4-H staff immediately regarding any situation involving an injury (or other controversial incident)** as part of a 4-H activity. Promptly write down all of the facts of the situation, to account for what happened and how.

In addition, we have provided a Risk Management Checklist (on the following page) to assist you in covering all the bases before you tackle any type of event or field trip.

# Risk Management Checklist

Please use as you review your planning for each event/activity. This list is not intended to be all inclusive, but rather to provide a starting point for analyzing your risk management plan.

## Child Protection

### Supervising Adults and/or Teens

- Volunteers and/or chaperones selected through the Florida 4-H Volunteer Process and meet all requirements.
- Volunteers are/or chaperones oriented and trained for their roles, working with youth, emergency procedures and event/activity responsibilities.
- If a medical person is on site, all medications are accounted for and secured with medical personnel.

### Parents of Participants

- Parent Orientation conducted including purpose of program, rules and policies for participation, safety and emergency procedures, etc.
- If parents are serving as chaperones, selected through the Florida 4-H Volunteer Process and meet all requirements.
- Drop-off & Pick-up procedures communicated to parents (Restricted & Early Release Forms).
- Sign permission to participate or informed consent form for child.
- Understand financial obligations and pay any required costs by deadlines.

### Participants

- Process in place for youth so sign “in” and “out” of a program.
- Participant Orientation conducted includes rules, policies, guidelines, safety and emergency procedures.
- If an overnight event, separate sleeping quarters are provided for male and female participants.
- Adults and youth will also have separate sleeping quarters.

## Contracts

- Volunteers & Agents are not permitted to sign contracts. If a contract is required to be signed please contact your County Extension Director.

## Facilities

### Site chosen meets the following Safety Requirements:

- Provides a safe environment for participants.
- Accessible for individuals with disabilities and special needs.
- Emergency exits clearly marked, unlocked and easily accessible.
- Emergency equipment exists and is accessible if needed.
- Aware of other groups using the facilities and any potential conflicts.

### Site chosen meets the following Liability Requirements:

- If liability insurance is required by facility chosen, seek assistance from the County Extension Agent in obtaining appropriate liability insurance.
- Obtain facility use forms, agreements and/or contracts from managements of the facility chosen.
- Follow up with facility management and/or County Extension Agent to determine if facility use form/agreement/contract had been received and meets with the organization’s requirements.

**Transportation** (If parents are not providing transportation for own child or minor is not providing own transportation)

**Required for All Drivers**

- Meet all requirements set forth in University of Florida Environmental Health and Safety Office for Employees & Volunteers.
- If transporting youth in a 15 passenger van please consult the UF 15 passenger van policy [http://www.ehs.ufl.edu/programs/hazard\\_ergo/vanpol/](http://www.ehs.ufl.edu/programs/hazard_ergo/vanpol/)
- Copy of driver’s license and insurance on file.
- All drivers oriented of planned route, provided with maps and directions, have set meeting times & destinations and ability to communicate by cell phone or two-way radio.

**Required for All Participants**

- Wear seat belts at all times.
- Refrain from behavior that is distracting to the driver.

**Liability Coverage**

- Assess that adequate liability coverage is adequate
- Accident insurance has been secured for all participants. Contact [www.aillife.com/](http://www.aillife.com/)
- Secure proper liability insurance before transporting youth.

**Emergencies**

**Participant Health Related Requirements:**

- Signed Florida 4-H Participation Form with emergency contact information for each participant (minor and adult) and accessible by person(s) in charge.
- Access to health care in emergency is known and understood even when traveling out of town.
- Phone numbers of nearest hospital, ambulance, law enforcement.
- Health and/or accidental insurance secured. (i.e. – American Income Life).
- Incident or accident report forms available for use by person(s) in charge.
- Nurse, EMT, CPR trained personnel, Physician available on site or on call.
- Check with Extension Agent/Staff about 4-H Activity Insurance & Emergency Management Procedures.
- Two way radios and/or cell phones carried and used for emergencies and on-going communication.
- Current and up-to-date First Aid kit available.

**Unexpected Situations/Acts of Nature Planned for:**

- Storm warning system.
- Plan for unexpected weather (access to shelter, means to contact parents of change of location, etc.).
- Nearest shelter in case of:

Fire-

Flood-

Tornado-

\*Contact your local 4-H Agent to review your club Risk Management Plan.





**Directions:** This form, along with a Florida 4-H Youth Enrollment Form, must be completed by a parent or legal guardian in order for a youth to participate in the Florida 4-H Program. All items must be completed. Even if the response is not applicable – indicate by using N/A. Failure to complete this form in its entirety will result in the person being ineligible to participate in 4-H activities. Adult participants must also complete this form to volunteer with and/or participate in Florida 4-H.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Youth's Age (As of Sept. 1, 2015): \_\_\_\_\_ Male or Female: \_\_\_\_\_  
Last First  
 Home Address: \_\_\_\_\_ 4-H County/District: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_ Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Name of Parent/Guardian or Emergency Contact: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_  
 Emergency Contact Primary Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Name of Family Doctor: \_\_\_\_\_ Doctor's Office Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
 Name of Insured: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

### HEALTH FORM

Does the participant have, or at any time had, any of the following? Check "Yes" or "No" to each item. Please explain any "Yes" answers (noting the # of the item) in the space below or on an additional sheet of paper if necessary. Reporting conditions will not prevent a person from attending and will be kept confidential.

Conditions	Yes	No
1) Asthma		
2) Bronchitis		
3) Convulsions		
4) Diabetes		
5) Ear Infection		
6) Fainting		
7) Heart Condition		
8) Headaches		
9) Hypoglycemia		
10) Serious Insect Stings		
11) Wear Glasses		

Conditions	Yes	No
12) Wear Contact Lenses		
13) Penicillin Allergy		
14) Aspirin Allergy		
15) Tetanus Allergy		
16) Other Drug Allergies		
17) Food Allergies		
18) Serious Ivy, Oak, or Sumac		
19) Sunscreen Allergies		
20) Other Allergies		
21) Other Health Conditions		

**The following over-the-counter medications may be administered to my child, without contacting me. Check all that apply.**

- Antihistamine
- Antacid
- Ibuprofen (Advil)
- Acetaminophen (Tylenol)
- Hydrocortisone
- Decongestant
- Dramamine
- Polysporin (topical antibiotics)
- Aloe Vera Gel for Sunburn
- Please contact me for permission to administer ANY over-the-counter medications.

Date of Last Tetanus Shot \_\_\_\_/\_\_\_\_/\_\_\_\_

Please explain "Yes" answers and provide information on recent medical issues (including injuries and surgeries) allergic reactions special dietary regulations present medications any specific activities to be restricted and other comments

Does the participant use an inhaler and/or an EpiPen?  Yes  No If yes, mark which is used:  Inhaler  EpiPen

**Disabilities:** If the participant requires accommodations for a disability to participate in 4-H programs, please provide information about the disability

**Special Needs:** If the participant requires accommodations for special needs to participate in 4-H programs, please provide information about the special needs

### Medical Consents

**First Aid Consent:** I give UF IFAS Extension Florida 4-H my consent and permission to render general first aid treatment to my child or myself for any injuries or illnesses occurring during any Florida 4-H activity. I understand that if a medical emergency arises, Florida 4-H will contact emergency medical personnel [911] for assistance.

**Medication Consent:** I authorize Florida 4-H to administer medication (over the counter and/or prescribed) to my child as specified in the physician's written instructions or instructions on packaging. I understand that if my child needs medication to be administered while attending a Florida 4-H activity, I MUST complete the Florida 4-H Medication Form in addition to signing this consent.

\_\_\_\_ (Initials)  Yes  No I understand and agree to the Medical Consents. I am a Parent/Guardian or Adult Participant. \*

\* Consent is required to participate in Florida 4-H

## 4-H Participation Form for Youth and Adults: Authorizations

**Florida 4-H Code of Conduct for Youth and Adults:** As a participant in 4-H at the local, state, or national level, I have the responsibility of representing the UF/IFAS Extension 4-H Youth Development Program to the public. Therefore, I am expected to conduct myself in a manner that will bring honor to me, my family, my community, and 4-H. To do that, I must abide by the following rules:

- (1) Obey local, state, and federal laws. Follow county, district, state and/or national 4-H policies. Abide by any special rules for a 4-H event or activity.
- (2) Speak and act in a responsible, courteous, and respectful way. Harassment, threats or bullying of any type is prohibited.
- (3) Act responsibly to maintain a safe environment for all participants. Acting in a manner that could endanger the health, safety or welfare of yourself or others is prohibited. Report threats to the well-being of any participant immediately to the adult in charge.
- (4) Possession or use of tobacco, alcohol, or illegal drugs is prohibited. Possession or use of approved medications by youth during a 4-H function must be reported to the adult in charge and must not be accessible to other participants.
- (5) Possession or use of weapons or other dangerous objects is prohibited, except when required as part of an approved educational program. Weapons are defined to include, but are not limited to, guns, knives and incendiary or explosive devices of any kind.
- (6) Respect all property, facilities, equipment, and vehicles. I will be responsible for any damage or other consequences resulting from my behavior.
- (7) Participate fully in 4-H functions. Be in the assigned program areas (example—dorms, cabins, programs, etc.) on time. If I am unable to attend or participate, I will tell the adult in charge. Help others have a pleasant experience by making every attempt to include all participants in activities.
- (8) Dress appropriately for each 4-H function.
- (9) Use of any mobile electronic device during a scheduled 4-H activity is prohibited unless activity-specific rules otherwise allow. When permitted, they should be used only in a manner that is consistent with the approved activity and not discourteous or disruptive.
- (10) The belongings of youth participants, including but not limited to bags, purses, computers, other electronic devices, lockers and vehicles, are subject to search and seizure by 4-H faculty/staff, and in some instances a volunteer designee, upon reasonable suspicion that a prohibited and/or illegally possessed substance or object is contained within that area. (If an adult is suspected, this will be handled by law enforcement.)

**Youth or Adult Agreement:** \_\_\_\_\_ (Initials)  Yes  No. I have read the Florida 4-H Code of Conduct above and agree to abide by it in its entirety. I realize my failure to do so could result in a loss of privileges during a 4-H event and in the future, including but not limited to suspension or termination of 4-H membership or volunteer service. \*\*

**Parent/Guardian Agreement:** \_\_\_\_\_ (Initials)  Yes  No. I understand and agree to the Florida 4-H Code of Conduct above. \*\*

**General Release:** In consideration for my and/or my child's participation in Florida 4-H, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Florida 4-H, the Florida 4-H Club Foundation, Inc., UF/IFAS Extension, the University of Florida, the University of Florida Board of Trustees, and their respective employees, agents, representatives and volunteers (hereinafter referred to as "RELEASEES") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by my child, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise, while participating in a Florida 4-H activity or while in, on or upon the premises where a Florida 4-H activity is being conducted.

I am fully aware of the risks and potential hazards connected with participating in Florida 4-H activities and programs and I hereby elect to voluntarily participate and engage in such activities knowing that these activities may be hazardous to me, my child and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, that may be sustained by myself, my child, or any loss or damage to property owned by me, as a result of engaging in such activities, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.

\_\_\_\_\_ (Initials)  Yes  No. I understand and agree to the General Release. I am a Parent/Guardian or Adult Participant. \*\*

**Transportation Policy:** I understand that all volunteers and/or parents who transport Florida 4-H participants as a part of any 4-H activity are required to be 18 years or older, possess a valid driver's license with a safe driving record and automobile insurance, and otherwise comply with state and local laws. Additionally, Florida 4-H requires that drivers utilize a transport vehicle that is in good repair and working order. I understand that transportation to and from many Florida 4-H activities, not a part of the activity, is the responsibility of the participant and his/her family. Florida 4-H has no ownership or control over any privately owned vehicles and relies on the drivers' compliance to 4-H policies and procedures.

\_\_\_\_\_ (Initials)  Yes  No. I understand and agree to the Transportation Policy. I am a Parent/Guardian or Adult Participant. \*\*

**Publicity Release:** I authorize UF/IFAS Extension and the Florida 4-H Club Foundation, Inc. or their assignees to record and photograph my image and/or voice (or that of my child if under 18) for use in research, educational and promotional programs. I also recognize that these audio, video and image recordings are the property of UF/IFAS Extension and the Florida 4-H Club Foundation.

\_\_\_\_\_ (Initials)  Yes  No. I authorize use of my—or my child's individual image and voice. I am a Parent/Guardian or Adult Participant. \*\*\*

**Survey & Evaluation Release:** I hereby establish my willingness to participate as an adult (i.e. 4-H leader, other volunteer, parent/guardian, site manager, etc.) and give permission for my child (under 18 years of age) to complete surveys and evaluations that will be used to determine program effectiveness or to promote the program. I understand that participation in surveys and evaluations is voluntary and that my child and I may choose not to participate and may withdraw from surveys and evaluations without impact on my or my child's eligibility to participate in the 4-H program. I understand that my child or I may be asked for consent before completing a survey or an evaluation.

\_\_\_\_\_ (Initials)  Yes  No. I am willing to participate—or give permission for my child to participate—in any program evaluation. I am a Parent/Guardian or Adult Participant. \*\*\*

\*\*Consent is required. Marking "No" for the Code of Conduct, General Release and Transportation Policy will prevent the individual from participating in Florida 4-H.  
 \*\*\*Consent is not required to participate in Florida 4-H.

Youth or Adult Member Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



University of Florida IFAS 4-H Volunteer Application

Section 1 – Completed by Volunteer

UF/IFAS County or Unit \_\_\_\_\_

Name _____				
Address _____				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Years at this address _____	Date of Birth _____ / _____ / _____	Phone #. ( _____ ) _____ - _____		
Email _____			Are you Hispanic? <input type="checkbox"/> Yes <input type="checkbox"/> No Race (select all that apply) <input type="checkbox"/> White <input type="checkbox"/> American Indian\Alaskan <input type="checkbox"/> Black <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Asian	
Residence (select one) <input type="checkbox"/> Farm <input type="checkbox"/> Suburb of city <input type="checkbox"/> Town < 10,000 <input type="checkbox"/> City <input type="checkbox"/> Town >10,000 and < 50,000				

Have you ever pleaded "nolo contendere" to or been convicted or found guilty (even if adjudication withheld) of a first degree misdemeanor or felony?    ① Yes\*    ② No    If yes, attach a separate sheet fully explaining the offense and disposition.

Volunteer References			
①	Name _____	Relationship to Volunteer _____	Address _____ Phone# _____
②	Name _____	Relationship to Volunteer _____	Address _____ Phone# _____

As a University of Florida IFAS 4-H volunteer, I agree to abide by all applicable rules and regulations of the University of Florida and guidelines of the UF/IFAS Florida 4-H Youth Development program and to fulfill the volunteer responsibilities to the best of my ability. I understand that I will receive no monetary benefits in return for the volunteer service I provide and that the University of Florida may terminate this agreement at any time without prior notice.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*As the parent/legal guardian of \_\_\_\_\_, I grant my permission for him/her to participate as an unpaid volunteer for the University of Florida.*

Name of Parent/Guardian _____	Signature _____	Date _____
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Section 2 – Completed by UF/IFAS Supervising faculty/staff

Volunteer Role \_\_\_\_\_

Volunteer Service From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Faculty / Staff Signature \_\_\_\_\_

Date \_\_\_\_\_



### 4-H Online Enrollment Information

4-H Online, normally written and seen as “4honline,” is the online database 4-H utilizes to store all county participation forms, club charters, volunteer background screening information, reports, and most importantly where you sign up for State Events! The website can appear daunting to the first time user so below are some helpful hints and a step by step walk through of how to sign up for the first time. Although you sign up online, do not be alarmed if you are also asked to complete a paper version of the 4-H participation form. This is to ensure your 4-H Agent has a hardcopy to backup online documentation and to carry along to meetings, events, etc. which is a safety precaution and requirement of your 4-H Leaders for your safety!

1. Go to the 4honline website (this link takes you to “Florida” login page)  
<https://fl.4honline.com/Login.aspx?403D404B4D4B61784A716F4B38773D>
2. Click I need to set up a profile
3. Complete the family profile with ADULT information
4. Add a youth and complete with CHILD’S information
5. Choose a 4-H Club you are in or would like to join/lead
6. Choose a project (camping, leadership, shooting sport, etc)
7. Submit Enrollment

To re-enroll each 4-H year (Available mid-August as new 4-H year starts September 1):

1. Go to the 4honline website (this link takes you to “Florida” login page)  
<https://fl.4honline.com/Login.aspx?403D404B4D4B61784A716F4B38773D>
2. Login to your profile (if forgotten password, click “forgot password” and follow links)
3. Click re-enroll for “new year dates” (Ex: Reenroll for 2016-2017 4-H year)
4. Review & update family profile if anything has changed (ex: address changed)
5. Review & update youth profiles (Ex: new allergies, glasses, change consents)
6. Choose a 4-H Club you are in or would like to join/lead
7. Choose a project (camping, leadership, shooting sport, etc)
8. Submit Enrollment

Once you have submitted your enrollment it will say “Pending” until the County 4-H Office has approved your enrollment. Once approved you may enter your profile and update information, register for events, manage your club profile, and more!

## Florida 4-H Youth Enrollment Form

**Directions:** After you have contacted your County 4-H Agent and chosen a local 4-H Program for your child to be a part of, you will need to complete a 4-H Youth Enrollment Form and a Florida 4-H Participation Form for Youth and Adults. **These forms can be completed online by a parent or a legal guardian at <https://florida.4honline.com>.** If parents or guardians do not have access to a computer, they may complete the Enrollment and Participation Forms and turn both into their County 4-H Agent or 4-H Club Leader. You will be contacted by your County Extension Office when your forms have been entered in 4HOnline.

### Family Profile Information

Family Last Name: \_\_\_\_\_ Family E-mail: \_\_\_\_\_ Primary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Correspondence Preference:  E-mail  Mail 4-H County: \_\_\_\_\_ Primary 4-H Club: \_\_\_\_\_

### Member Profile Information

Member E-mail (if different from Family E-mail) \_\_\_\_\_  
 First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Preferred Name \_\_\_\_\_ Mailing Address (if different from Family Address) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 4-H Age (as of September 1, 2015) \_\_\_\_\_ Number of years as a 4-H member, including current year: \_\_\_\_\_  
 Parent/Guardian 1: First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Parent/Guardian 2: First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Emergency Contact (Other than Parents/Guardians) First and Last Name \_\_\_\_\_  
 Emergency Contact Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Emergency Contact Relationship \_\_\_\_\_

Is the member a youth volunteer? \*  Yes  No \* If the member is a youth volunteer, a UF/IFAS Employee may contact you with further enrollment instructions

Ethnicity: Are you of Hispanic ethnicity?  Yes  No  
 Race:  White  Black  Asian  American Indian or Alaskan  Native Hawaiian or Pacific Islander  I prefer not to give my race  
 Gender:  Male  Female Residence:  Farm  Town Under 10,000 or rural non-farm  Town/city 10,000-50,000  
 Suburb of city more than 50,000  Central city more than 50,000

Parent or Sibling Serving in the Military:  The member has a parent serving in the military  The member has a sibling serving in the military.  
 A Family Member is in:  Air Force  Army  Coast Guard  DOD Civilian  Navy  Marines  
 Branch:  Active Duty  National Guard  Reserves

Grade: \_\_\_\_\_ School: \_\_\_\_\_ School is in my 4-H County?  Yes  No  
 In 4-H in a county different from the County I Live in. County I Live In: \_\_\_\_\_  
 In 4-H in 2 counties My 2nd 4-H County \_\_\_\_\_ Club \_\_\_\_\_ Project \_\_\_\_\_ Year \_\_\_\_\_

Project Title	Years in Project	Project Book Title Needed <a href="http://florida4h.org/">http://florida4h.org/</a>

**Program Fees if Applicable:**

Club Fee/Dues Paid \$ \_\_\_\_\_

Purchase of Project Books  
 Due \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_  
 (Bal. Due: \$ \_\_\_\_\_)

Total Amount Paid: \$ \_\_\_\_\_

Paid by Check      Check # \_\_\_\_\_  
 Paid by Cash

**For County Office Use Only:** Date forms received in County Office \_\_\_\_\_  
 Date forms entered into 4HOnline Database \_\_\_\_\_

A completed Florida 4-H Participation Form for Youth and Adults is required with this form. Revised July 6, 2015 for the 2015-2016 4-H Year



## RESOURCES:

- About 4-H: <http://florida4h.org/about/>
- 4-H Emblem: <http://florida4h.org/about/emblem/>
- 4-H Impacts: <http://florida4h.org/about/impact/>
- Risk Management Checklist:  
[http://florida4h.org/volunteers/training/files/notebook/Risk\\_Management\\_PreEvent\\_Planning.pdf](http://florida4h.org/volunteers/training/files/notebook/Risk_Management_PreEvent_Planning.pdf)
- Volunteer Roles (modified in document by Jena Brooks July 2016):  
<http://florida4h.org/staff/volunteering/files/roles/roles.pdf>
- Protecting Youth and Volunteers by Planning Ahead, Reducing Risk:  
<http://florida4h.org/volunteers/training/files/VTS/Section5/Protecting%20Youth%20and%20Volunteers%20by%20Planning%20Ahead,%20Reducing%20Risk-print%20ready.pdf>
- Participation Form: <http://florida4h.org/participation-form.pdf>
- Volunteer Application Form: <http://florida4h.org/volunteers/Volunteer-Application.pdf>
- Youth Enrollment Form: <http://florida4h.org/enrollment-form.pdf>