

Club Organization Sheet 2024-2025 4-H Year

please return by November 30

Club Name: _____

Club Expectations

As you plan your activities for the year, keep in mind the following expectations from Illinois 4-H:

1. The first priority is to create a **safe, inclusive space** for learning, sharing, and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives.
2. At least **1 fully screened volunteer** must always be present with youth during 4-H activities. Youth should never be left with a non-screened adult.
3. Clubs should have at least **5 members** or be actively working to recruit new members.
4. Clubs must **meet at least 6 times** in a year.
5. **Youth should be involved in planning and decision making**, including serving as elected officers. The Secretary should record attendance and meeting minutes to turn in at the end of the 4-H year. *Cloverbud clubs do not have elected officers.*
6. Clubs must follow Illinois Extension **fiscal policies**. Clubs that hold more than \$20 should have a checking account. The Treasurer must track all income/expenses and complete a Financial Statement at the end of the year. Clubs with bank accounts can have up to 2 fundraisers per calendar year. Leaders should consult with staff on any fiscal management questions.
7. If you want to use the **4-H logo** on t-shirts or anything else, contact staff for logo information.
8. If you want to do an overnight **field trip** or an activity that might involve extra risk, talk to 4-H staff first.

Goals & Plans for this year

We hope you will use club meeting time for members to share their ideas for what you can do this year. You should not feel committed to the ideas you write here; we all know that plans often change throughout the year. The purpose of writing down a few ideas is to help you and your members bring focus to all the possibilities of what you can do as a club.

Promotion – at least 1 thing your club will do to recruit new members

EXAMPLES: share flyers with friends, speak about 4-H at our school, participate in a town festival

OVER →

Fun! – at least 1 fun activity that will help members get to know each other better
EXAMPLES: annual fall cookout, family game night, Christmas party

Learning – at least 1 activity, guest speaker, or field trip that will help members learn something new
EXAMPLES: fishing clinic with IDNR, practicing parliamentary procedure, Spark Sheet activities

Service – at least 1 activity your club can do to serve your community
EXAMPLES: make cards for veterans, paint park benches, cemetery clean-up

–

Elected Officers for 2024-2025

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Reporter: _____

Historian/Photographer: _____

Recreation: _____

(other) _____ :

(other) _____ :

(other) _____ :