



Updated 9/2022

# Digital Leader Toolkit

## Ogle 4-H

### CLUB ENROLLMENT & MANAGEMENT

1. New Family and Re- Enrollment Packet:  
[https://extension.illinois.edu/sites/default/files/ogle\\_member\\_enrollment\\_and\\_re-enrollment\\_information\\_letter.pdf](https://extension.illinois.edu/sites/default/files/ogle_member_enrollment_and_re-enrollment_information_letter.pdf)
2. ZSuites Enrollment Process:  
[https://extension.illinois.edu/sites/default/files/ogle\\_zsuites\\_enrollment\\_instructions\\_0.pdf](https://extension.illinois.edu/sites/default/files/ogle_zsuites_enrollment_instructions_0.pdf)
3. Illinois 4-H Project Guide: <https://4h.extension.illinois.edu/members/projects>
4. Ogle County 4-H Family Guide:  
[https://extension.illinois.edu/sites/default/files/ogle\\_family\\_guide\\_final\\_copy\\_2022.pdf](https://extension.illinois.edu/sites/default/files/ogle_family_guide_final_copy_2022.pdf)
5. A Guide to Managing the Ogle County 4-H Youth Development Program: "Ogle County 4-H Policies for 4-H and Cloverbud Members" and "Ogle County 4-H Policies for 4-H Clubs"  
[https://extension.illinois.edu/sites/default/files/ogle\\_county\\_4h\\_policies\\_with\\_club\\_policies\\_1.pdf](https://extension.illinois.edu/sites/default/files/ogle_county_4h_policies_with_club_policies_1.pdf)
6. County Calendar:  
[https://extension.illinois.edu/sites/default/files/ogle\\_4h\\_schedule\\_of\\_events\\_2021-2022.pdf.pdf](https://extension.illinois.edu/sites/default/files/ogle_4h_schedule_of_events_2021-2022.pdf.pdf)

### FINANCIAL, RISK MANAGEMENT, & OTHER ITEMS

7. Approval for Donations over \$100 Form: *(must be approved and placed on file at least two weeks before making a donation)*  
[https://extension.illinois.edu/sites/default/files/ogle\\_-\\_donation\\_100\\_or\\_more\\_approval.pdf](https://extension.illinois.edu/sites/default/files/ogle_-_donation_100_or_more_approval.pdf)
8. Fundraising Approval Form: *(must be approved and placed on file at least two weeks before fundraising activity is promoted)*  
[https://extension.illinois.edu/sites/default/files/ogle\\_4-h\\_fundraising\\_approval\\_form.pdf](https://extension.illinois.edu/sites/default/files/ogle_4-h_fundraising_approval_form.pdf)
9. Camp, Conference, Financial Assistance Form:  
[https://extension.illinois.edu/sites/default/files/ogle\\_-\\_camp\\_conference\\_financial\\_assistance\\_form-fillable.pdf](https://extension.illinois.edu/sites/default/files/ogle_-_camp_conference_financial_assistance_form-fillable.pdf)
10. Membership Dues Paperwork:  
[https://extension.illinois.edu/sites/default/files/ogle\\_-\\_membership\\_dues.pdf](https://extension.illinois.edu/sites/default/files/ogle_-_membership_dues.pdf)
11. Incident Report Forms:  
[https://extension.illinois.edu/sites/default/files/incident\\_accident\\_report\\_form.pdf](https://extension.illinois.edu/sites/default/files/incident_accident_report_form.pdf)
12. Talks and Demonstrations:  
[https://extension.illinois.edu/sites/default/files/ogle\\_4-h\\_presentation\\_outline-new.pdf](https://extension.illinois.edu/sites/default/files/ogle_4-h_presentation_outline-new.pdf)
13. Working with Club Officers and Committees *(please don't print this handout... request copies from the Extension Office)*  
[https://extension.illinois.edu/sites/default/files/ogle\\_working\\_with\\_officers\\_and\\_committees.pdf](https://extension.illinois.edu/sites/default/files/ogle_working_with_officers_and_committees.pdf)
14. Petting Zoo Tip Sheet:  
[https://extension.illinois.edu/sites/default/files/ogle\\_petting-zoo-tip-sheet.pdf](https://extension.illinois.edu/sites/default/files/ogle_petting-zoo-tip-sheet.pdf)
15. Petting Zoo Request Form:  
[https://extension.illinois.edu/sites/default/files/ogle\\_-\\_club\\_petting\\_zoo\\_request.pdf](https://extension.illinois.edu/sites/default/files/ogle_-_club_petting_zoo_request.pdf)
16. Social Media Policy for Illinois 4-H Clubs:  
<https://extension.illinois.edu/sites/default/files/ogle-2022-social-media-guidelines-for-4-h-clubs-.pdf>



## RECORDS & AWARDS

17. County Project Honor Form (Blue Forms):  
[https://extension.illinois.edu/sites/default/files/ogle\\_county\\_project\\_honor\\_form\\_2022.pdf](https://extension.illinois.edu/sites/default/files/ogle_county_project_honor_form_2022.pdf)
18. Attachment A:  
[https://extension.illinois.edu/sites/default/files/attachment\\_a\\_for\\_ogle\\_county\\_project\\_record\\_form-fillable.pdf](https://extension.illinois.edu/sites/default/files/attachment_a_for_ogle_county_project_record_form-fillable.pdf)
19. 4-H Livestock records:  
<https://extension.illinois.edu/sites/default/files/livestock-record-2016.pdf>
20. 4-H Cat Records:  
[https://extension.illinois.edu/sites/default/files/ogle\\_cat\\_record\\_fillable.pdf](https://extension.illinois.edu/sites/default/files/ogle_cat_record_fillable.pdf)
21. 4-H Dog Records:  
[https://extension.illinois.edu/sites/default/files/ogle\\_dog\\_record.pdf](https://extension.illinois.edu/sites/default/files/ogle_dog_record.pdf)
22. Ogle County 4-H 4-H Horse Drill Team Horse Project Award:  
[https://extension.illinois.edu/sites/default/files/ogle\\_county\\_4-h\\_horse\\_drill\\_team\\_traveling\\_horse\\_award-fillable.pdf](https://extension.illinois.edu/sites/default/files/ogle_county_4-h_horse_drill_team_traveling_horse_award-fillable.pdf)
23. 4-H Crops and Soil Records:  
<https://extension.illinois.edu/sites/default/files/crops-and-soils-record-form-2016-1.pdf>
24. 4-H Foundation/"I Dare You"/Co-op Watch Application:  
[https://extension.illinois.edu/sites/default/files/ogle\\_4-h\\_foundation\\_i\\_dare\\_you-fillable.pdf](https://extension.illinois.edu/sites/default/files/ogle_4-h_foundation_i_dare_you-fillable.pdf)
25. Junior Leader Award Application:  
[https://extension.illinois.edu/sites/default/files/ogle\\_top\\_4-h\\_club\\_junior\\_leader\\_award-fillable.pdf](https://extension.illinois.edu/sites/default/files/ogle_top_4-h_club_junior_leader_award-fillable.pdf)
26. Cloverbud Record Forms:  
[https://extension.illinois.edu/sites/default/files/ogle\\_cloverbud\\_record\\_form\\_2022.pdf](https://extension.illinois.edu/sites/default/files/ogle_cloverbud_record_form_2022.pdf)
27. Treasurer Book:  
<https://4h.extension.illinois.edu/library/club-resources>
28. Secretary Book:  
<https://4h.extension.illinois.edu/library/club-resources>
29. Club/Group Record Forms:  
[https://extension.illinois.edu/sites/default/files/ogle\\_county\\_4h\\_club\\_record\\_form\\_2021.pdf](https://extension.illinois.edu/sites/default/files/ogle_county_4h_club_record_form_2021.pdf)
30. Special County Award Listing:  
[https://extension.illinois.edu/sites/default/files/special\\_county\\_awards.doc.pdf](https://extension.illinois.edu/sites/default/files/special_county_awards.doc.pdf)

## ITEMS SPECIFIC TO YOUR CLUB THAT YOU NEED ON FILE

31. Club Calendar
32. Club Charter
33. Club By-Laws
34. Club Treasurer and Secretary Books (5 years plus current 4-H year)



**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

College of Agricultural, Consumer & Environmental Sciences

University of Illinois \* U.S. Department of Agriculture \* Local Extension Councils Cooperating University of Illinois

Extension provides educational programs and employment.  
If you need a reasonable accommodation to participate in any program, please contact the Ogle County Extension Office at 815-732-2191.  
Early requests are strongly encouraged to allow sufficient time for meeting your access needs.

