



### **Name**

This unit shall be known as the *(Name of Club)* 4-H Afterschool Club of *(Name of County)* County, California.

### **Purpose**

The purpose of the \_\_\_\_\_ 4-H Afterschool Club shall be to provide high-quality positive youth development and educational opportunities to meet the needs of young people, their families and communities that are tied to the Land Grant University knowledge base. *[Note: May be more specific purposes if desired. Specifically, the club will: ...]*

### **Relationship**

The \_\_\_\_\_ 4-H Afterschool Club is responsible to the UCCE 4-H YDP staff and accountable to the University of California, Division of Agriculture and Natural Resources (UC ANR) and obligated to follow all UC 4-H Youth Development Program (YDP) policies and procedures, and abide by the core values of the program.

### **Membership**

The \_\_\_\_\_ 4-H Afterschool Club shall consist of at least 5 youth from 3 different families. Youth must be 5 years old by December 31 of the program year and may continue in the program until December 31<sup>st</sup> of the calendar year in which they become 19 years of age. The afterschool club serves youth in \_\_\_\_\_ school(s) [OR: the schools in \_\_\_\_\_ district.] *[Note: Only keep the last sentence if the Afterschool Club only serves a particular school or district. OR revise text when the club is in another program or setting and can only be open to youth in that setting.]*

### **Duties of the Members**

It shall be the duty of each member to:

- Be a member in good standing;
- Abide by the Core Values of the UC ANR 4-H YDP; and
- Participate in projects they sign up for.

### **Project Meetings and Completion**

- Dates and times of project meetings should be communicated in advance to families.
- Project completion requirements are outlined in the [Steps to Success in 4-H](#).
- 4-H Afterschool Club projects are open to members of each specific school.





- 4-H Afterschool Club members may take projects in other clubs if applicable program fees are paid.

### **Club Management and Authority**

Decisions related to management, operation, and finances of the \_\_\_\_\_ 4-H Afterschool Club are made by the Afterschool Club Leader(s). Youth and families can provide input directly to the Afterschool Club Leader(s). *[Note: Revise this section based on options selected for the club.]*

### **Finances**

Finances of the \_\_\_\_\_ 4-H Afterschool Club are deposited into the county 4-H Volunteer Management Organization (VMO) treasury. The 4-H VMO treasurer must set up a separate project account in the general ledger for the \_\_\_\_\_ 4-H Afterschool Club so that separate accountability can be maintained over funds and expenditures.

All disbursements are to be made by check from the county 4-H VMO account and must include a purpose for how funds will be spent and be substantiated by receipted bills and canceled checks.

If applicable, an annual budget of program expenses and proposed fundraising activities will be turned into the County Director by the county deadline.

### **Organization Volunteers**

Two 4-H adult volunteers/staff must be present at all \_\_\_\_\_ 4-H Afterschool Club meetings and activities. When two 4-H adult volunteers/staff cannot attend, one 4-H adult volunteer and another adult at least 21 years old must be present instead.

### **Parents/Guardians**

After school members must check in with the volunteers when attending a project. Parents/guardians must arrive to pick up their children 15 minutes before the scheduled project end. Parents are expected to abide by all UC 4-H YDP policies, procedures and core values.

### **Outreach Efforts**

Required outreach methods for the \_\_\_\_\_ 4-H Afterschool Club may be done by 4-H members, 4-H adult volunteers, parent/guardians or 4-H YDP staff. The completed [4-H Outreach Methods Documentation Form](#) should be turned into the UCCE county office annually by the county deadline. *[Note: The club's membership should reflect the demographics of the community it serves. The community may be one or more schools, a school district, program or setting. In this case, the club should do outreach to the*





community it serves (i.e., specific school, school district, program or setting) and document efforts using the 4-H Outreach Methods Documentation Form.]

### Dissolution of 4-H Club

The \_\_\_\_\_ 4-H Afterschool club shall be terminated and dissolved upon determination by the 4-H YDP staff. In the event the club is dissolved, the 4-H YDP staff or Afterschool Club Leader shall take full account of the assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds in the following order:

- a. Payment of the debts and liabilities of the \_\_\_\_\_ 4-H Afterschool Club.
- b. The county VMO will hold the remaining funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the \_\_\_\_\_ 4-H Afterschool Club.
- c. At the expiration of the 3-year period, the balance remaining shall be distributed to the county VMO for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.

The \_\_\_\_\_ 4-H Afterschool Club Operating Procedures were last revised and approved by the Afterschool Club Leader(s), 4-H YDP staff and County Director on \_\_\_\_\_. [Note: Delete Afterschool Club Leader(s) if there are no Club Leader(s).]

\_\_\_\_\_  
Afterschool Club Leader

\_\_\_\_\_  
Afterschool Club Leader

\_\_\_\_\_  
4-H YDP Staff

\_\_\_\_\_  
County Director

[Note: Delete the signatures of the Afterschool Club Leader(s) if there are no Club Leader(s).]

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**4-H Afterschool Club**  
**Operating Procedures**  
**Template**  
3/2015

**University of California**  
Agriculture and Natural Resources



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