



Tulare County 4-H Youth Development Program

• 4437-B S. Laspina St • Tulare, CA 93274 (559) 684-3300 • Fax (559) 685-3319 • [http://ucanr.edu/sites/4-H\\_Tulare/](http://ucanr.edu/sites/4-H_Tulare/)

## **Club Leader Meeting Agenda** **Monday, August 30, 2021**

- I. Welcome and Introductions
- II. Flag salute and 4-H Pledge
- III. COVID-19 Update and UC ANR 4-H Guidelines
  - A. Check the 4-H State website [UC ANR 4-H COVID-19 Update page](#) prior to each event.
  - B. Consult the [Planning Resources for In-person Activities page](#) for guiding documents.
  - C. All 4-H adult volunteers are required to take the [COVID-19 Safety Training](#) in order to conduct in-person meetings during 2021-2022.
- IV. Tulare County Fair Top O' The Morn Farms Fundraiser Booth
- V. [2021-2022 Enrollment](#)
  - A. Enrollment Fees – The 2021-2022 California 4-H enrollment fee is \$62 for youth and \$28 for adult volunteers.
    1. Tulare County youth enrollment fees will be \$40 cash discount price (paid directly to 4-H Club)/\$42 credit card price paid by member.
    2. Tulare County adult volunteer enrollment fee will be \$0/FREE.
    3. The difference between the CA 4-H Fees and the Tulare County 4-H Fees (\$22/20 per youth and \$28 per adult) are being offset by the Tulare County 4-H Youth Development Program.
    4. Youth Enrollment Fees can be paid online using a credit card at: <https://ucanr.edu/survey/survey.cfm?surveynumber=35454>
    5. [2021-2022 Tulare Co 4-H Program Fee Wavier or Reduction form](#) – currently fees are to be paid by the 4-H Club.
  - B. 4-H Online 2.0 – updated enrollment system with new look and new verbiage. Previous members will still have an existing profile and will NOT create new ones.
  - C. Adult Volunteers must complete the required eXtension trainings through their website at: <https://campus.extension.org/>. Additional information and support is available through the State 4-H Office on the [CA 4-H Learning and Development webpage](#).
    1. [Returning Adult Volunteers](#) that were active during the 2020-2021 (previous) 4-H year must complete the [2021-2022 California Returning Volunteer Course](#) which only includes the Abuse Risk Management course (approx. 20 minutes). The enrollment key for the required eXtension training is Tulare with a capital T.
    2. Returning Volunteers that had a lapse in service due to COVID-19, may qualify for [“2021-2022 Volunteer Exemption”](#) which would allow them to re-apply as a 4-H Returning Volunteer without being re-fingerprinted or completing the new volunteer training. They are required to complete the [2021-2022 California Returning Volunteer Course](#) and the [Reporting Child Abuse and Neglect Course](#) prior to being made active for the current program year. Please contact the 4-H Office to see if you qualify for this

“exemption”. The enrollment key for the required eXtension training is Tulare with a capital T.

3. New Volunteers must complete the [2021-2022 California New Volunteer Course](#) which includes 5 Modules (#1: 4-H Orientation, #2: Foundations of Positive Youth Development, #3: Toward an Interculturally Connected 4-H, #4: Abuse Risk Management for Volunteers, and #5: Reporting Child Abuse & Neglect – 1 Lesson + Acknowledgement Questionnaire) – approximately 3 hours.

- D. All Adult Volunteer must complete the required [COVID-19 Training](#).
- E. Additional screening requirements for New Adult Volunteer applicants:
  1. Complete the online [4-H Volunteer Interest Survey](#)
  2. Create an adult volunteer profile in [4-H Online](#).
  3. Complete a [Live Scan](#) background check with the California Department of Justice and receive DOJ clearance.

#### VI. 4-H Club – Starting the New Year

- A. Contact previous volunteers to find out if they are returning and which project(s) they will lead.
  1. Complete the [4-H Projects List](#) for your club and turn into the 4-H Office so that the project list in 4-H Online can be updated.
    - a. Include the name of the project leader for each project.
    - b. If you have more than one leader for a specific project, a group will be created in 4-H Online so that the leader only sees those enrolled in his/her project group. A group title is needed, which could be the name of the project leader or something that describes the project in more detail such as Beginning, Holiday Crafts, Bread Making, etc.
  2. Recruit new project leaders, as needed, and send updates to the Club 4-H Project List to the 4-H Office.
- B. Meet with [Club Officers](#)
  1. Review the [4-H Officer's Manual \(2013\)](#) and other Officer Guides.
  2. [4-H Club Program Planning Guide](#) – All items listed on page 2 are REQUIRED for the 4-H year; For pages 3-5 (Sections 2-4) put a check mark in the left-hand column of the items you would like to complete this year to earn a blue or gold seal. Do NOT put any marks in the right-hand column; do NOT sign the document on page 6, it will be signed at the end of the 4-H year (June 30, 2022).
  3. [Annual 4-H Club Planner](#) – Includes ALL club, county, state events, fairs, field trips, community service projects, trainings, fundraisers, etc. To be filled out at the beginning of the year and updated as needed.
  4. Develop proposed [Budget](#) - Review previous years expenses/income and the Annual 4-H Club Planner and make adjustments to the Budget, as needed. All expenses and income for the club must have a line item on the Budget, if not, then approval for the expense/income must be made at a club meeting (in the form of a passed motion included in the Minutes) PRIOR to the expense/income. Approval of the Budget should take place at the first club meeting (passed motion must be included in the Minutes).
  5. [4-H Club Meeting Planner](#) – Should be filled out by the officer team during a planning meeting prior to each club meeting.
  6. [4-H Outreach Methods and Documentation](#) – At the beginning of the year discuss outreach plans with the officer team. Fill out the form with specific outreach activities throughout the year as needed. The form will be turned in at the end of the year.

- C. Host a Club level enrollment event where you provide information about projects and assist with 4-H Online enrollment.
- D. Club Treasury
  - 1. Treasurer Book – must remain in possession of an approved 4-H Adult Volunteer/Treasurer Advisor that will meet with the youth Treasurer to complete the required forms and documents on a monthly basis.
  - 2. Consult the following for important information:
    - a. [Treasurer's Manual \(2014\)](#)
    - b. [4-H Officer's Manual](#) – page 22
    - c. [California 4-H Policy, Chapter 9 Financial Management](#)
  - 3. Check signers must be currently active adult volunteers and/or youth members. All checks must be signed by 2 people that are unrelated to each other and the person to whom the check is written.
  - 4. [Fundraising Approval](#) form MUST be completed prior to the start of any fundraising activity; you must allow time for 4-H Office approval before starting the fundraiser.
  - 5. A [Club Check Request](#) form is required (with all signatures in place) prior to a check being written.
  - 6. The [4-H Club Monthly Report](#) form is completed prior to each club meeting and covers the time frame from the previous report to the current report; it is not necessary to complete it monthly. It is a summary of the monthly [4-H Club Ledger](#)(s), not a replica of it.
  - 7. The [Club Project Ledger](#) is only required if there are funds (money) that can ONLY be used for a specific project.
- E. Leader's Council/VMO Meetings
  - 1. Each club must participate in the Leader's Council/VMO meetings – the representative that attends is expected to review information with the other members of the Club's leadership team.
  - 2. [Management Board Description](#) and Tulare County 4-H Management Board/Leader's Council [Applications](#) due by September 27<sup>th</sup>.
    - a. [Executive Director/President](#)
    - b. [Assistant Executive Director/Vice President](#) – may be held by Senior youth member.
    - c. [Administrative Director/Secretary](#) – may be held by Senior youth member.
    - d. [Finance Director/Treasurer](#)
  - 3. Shooting Sports leaders should participate in the Shooting Sports Committee meeting so that they can be up to date and involved in the planning of county-wide events for the shooting sports project members.
    - a. Approved [CA 4-H Shooting Sports Volunteer List as of 8/25/2021](#)
    - b. [California 4-H Shooting Sports Program Policies and Procedures, 7/2019](#)
    - c. A [4-H Shooting Sports Risk Management Plan](#) is required by all clubs offering Shooting Sports projects. Ducor 4-H Club and Liberty 4-H Club have plans on file.
    - d. [CA 4-H Applications](#) for the [2022 4-H Shooting Sports National Championships](#), June 26 – July 1, 2022, Grand Island, Nebraska – Online applications due October 1, 2021.
    - e. Current trainings being offered:
      - i. September 11 & 12, 2021 (9 am – 5 pm) – [Archery Training](#), River Oaks Range, Winton, CA; \$30 fee.
      - ii. October 9 & 10, 2021 (8 am – 6 pm) – [Rifle Training](#), River Oaks Range, Winton, CA; No cost.

- iii. November 13 & 14, 2021 (8 am – 6 pm) – [Shotgun Training](#), River Oaks Range, Winton, CA; \$30 fee.
  - iv. November 20 & 21, 2021 (8 am – 6 pm) – [Rifle Training](#), UCCE Kern County, Bakersfield, CA.
- 4. Event Committee Meetings – participation from club level volunteers and Senior youth members is needed in order to have county-wide events.
- VII. [Club Leader Resources](#)
  - A. [UC 4-H Handbook for Families](#) – contains information to help you better understand the 4-H program in California.
  - B. [Tulare County and Club Information Sheet](#) – update with your club specific information and give to members and families.
  - C. [Steps to Success](#)
  - D. [California 4-H Dress Guidelines](#)
  - E. [California 4-H Uniform Guidelines](#)
  - F. [Achievement and Recognition](#)
  - G. [Brand Toolkit](#)
- VIII. [Record Books](#) – required for Star Rank advancement
  - A. [Club Level Record Book Competition](#) – optional, but must follow guidelines if evaluation is done rather than review only.
  - B. [Record Book Manual](#)
  - C. Record Book forms are now available in word docs, pdf, google docs and google sheets.
  - D. [Annual Project Report](#) – required annually for each project completed; projects with Fair participation must turn in completed APR in order to participate; project leaders should work with members during project meeting on APR's.
- IX. Other Resources
  - A. [Project Sheets](#)
  - B. [Clover Safe Notes](#)
  - C. [Learning & Development](#)
  - D. Memorandum of Understanding (MOU) [4-H, FFA, Grange and CDFA \(California Department of Food & Agriculture, Fairs & Expositions\) Agreement](#) describes the cooperation between these organizations and policies governing membership and project participation in them; 4-H members may participate in these organizations, but they must have different projects for each organization.
    - 1. [Livestock Project Transfer form](#) – should be completed when a 4-H member transfers their project into FFA or another organization.
- IV. [2021-2022 Beginning of Year Club Checklist](#) – due October 11, 2021