



August 16, 2019

To: Kings County 4-H Community Club Leaders

From: Rochelle Mederos, Interim 4-H Community Outreach Specialist
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Re: Paperwork for the Start of the Year 2020-2021

Please submit the following to the UCCE Office by **November 1st**. Keep a copy for your files and submit **original** to the UCCE Office, the **original** will be returned with 4-H Staff approval signatures.

(* Due to UCCE Office as soon as possible)

- _____ 1. [*4-H Club Organization Report](#)
- _____ 2. [4-H Club Program Planning Guide](#)
- _____ 3. [4-H Outreach Methods Documentation](#)
(Include any actions you have already implemented and have planned)
- _____ 4. [Annual 4-H Club Planner](#)
- _____ 5. [4-H Club Meeting Planner](#)
- _____ 6. [Club Budget](#)
(Needs to have been presented and approved at a Club meeting)
- _____ 7. [Fundraising Approval](#) Request Forms
(Submit at least 30 days prior to start of fundraiser to receive proper approval)
- _____ 8. [*4hOnline VEC 1 Certification & Agreement](#) form
(Required for adult volunteer to receive Club access in 4hOnline)
- _____ 9. *Facilities Use Agreement or Facilities Scheduling Form needed for Certificate of Insurance

These forms are available on the Kings County 4-H website: [http://ceking.ucdavis.edu/Kings_County_4-H_Program/Youth - Adult Opportunities in 4-H/4-H Community Club Leaders/](http://ceking.ucdavis.edu/Kings_County_4-H_Program/Youth_-_Adult_Opportunities_in_4-H/4-H_Community_Club_Leaders/)

Thank you for your cooperation!