



Lake County Extension 4-H  
1951 Woodlea Road  
Tavares, FL 32778  
Tel (352) 343-4101 Fax (352) 343-2767  
<http://lake.ifas.ufl.edu/4-H/>

RE: **EXISTING CLUB Starter Packet 09-2010**  
Annual 4-H club registration required forms

The beginning of the new 4-H year is just around the corner! In our efforts to provide you with information in a timely manner you are receiving a packet of information needed to start the new year and register your club.

**Enrollment Procedures:** Enrollment of clubs, members, volunteers and leaders is *required* for participation. We use a computer enrollment system which means the forms must be filled out completely and accurately. The 4-H program operates from September 1<sup>st</sup> through August 31<sup>st</sup>.

**Establishing and Chartering a 4-H Club:** Official enrollment as a 4-H Club and receipt of a 4-H Club re-charter gives the club the authority to use the 4-H name and emblem. Clubs must be chartered through a request to our office, meeting the minimum criteria and receiving written approval.

1. The club has 5 members, from at least 2 families, with completed enrollments.
2. The club is organized with youth officers.
3. There are one or more appointed club volunteers, (following application, screening and training).
4. A meeting place is secured.
5. An official, non-discriminatory club name is chosen.
6. Club rules, which may be in the form of by-laws are established.

Chartered clubs have several rights and responsibilities for fiscal management of resources in the name of 4-H. All individual clubs in Florida operate under the fiscal authority and jurisdiction of the County Extension Director. How club accounts are managed varies with counties.

No individual staff, youth or adult volunteer names should appear on any checking/savings account of a 4-H club. Club treasuries and fund-raising activities have specific guidelines and procedures to follow. Club treasurers and designated adult leaders will receive training and materials regarding county 4-H club fiscal policies. Forms can be found at: <http://lake.ifas.ufl.edu/4-H/forms.shtml>

Youth may join 4-H at any time and clubs may be formed throughout the year. Late enrollment forms must be submitted to our office. Eligibility for competition at fairs, exhibitions, and to be involved in various projects is often determined by date of birth as of September 1<sup>st</sup> of the current program year or grade level.

Please be advised that you may not receive information for the new year until you complete and submit your Club Registration, charter form, volunteer form. Please review the checklist below and make sure you have completed all information requested and turn all paper work in together. Once received, you will be notified by mail that you are an official 4-H club. Youth enrollment packets will be available at the 4-H office; please call before you come to pick them up. Be sure to mark your calendar with up coming 4-H dates.

- Club Registration Form
- Club Charter - please fill out both forms, for NEW & returning clubs
- Organizational Volunteer Form
- Affirmative Action
- Proposed Fund Raiser Form
- Annual Audit Forms due the end of August of following year
- Livestock Form- make copies for members enrolled in livestock projects.

**Please make sure all paperwork is complete.**

Remember, 4-H is more than fairs, it is an educational opportunity for youth to work on their skills and do a project. Project books are the heart of 4-H and allows us as educators to monitor youth progress. In addition, Lake County 4-H provides a wide variety of events throughout the year that are both fun and educational. Please be sure to check your email for frequent updates and announcements.

☺ ☺ Juanita Popenoe, Ph.D. ☺ ☺  
Interim County Extension Director

Good luck and let's have a fun and safe year!!!!

## Lake County 4-H Club Registration Form for Organizational Leaders.

This is the first link to your club for the new 4-H year. Please print clear and give details, complete all lines. Remember to call the office to update your info if there are any changes. New Ols must fill out a screening form.

4-H Year: \_\_\_\_\_ Club Name: \_\_\_\_\_

Organizational leader #1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ city

\_\_\_\_\_ zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organizational leader #2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ city

\_\_\_\_\_ zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Actual location, please give address & nearest Hwy

Meeting Place: \_\_\_\_\_ Club meeting schedule & time: \_\_\_\_\_

Where: \_\_\_\_\_ Home School Club: \_\_\_\_\_ YES \_\_\_\_\_ NO

General 4-H club or list your major club projects: \_\_\_\_\_  
\_\_\_\_\_

Geographical Area served by club, i.e. how far from your meeting place do you reach out to attract members? Please be specific (town name, school name, county).

\_\_\_\_\_  
\_\_\_\_\_

**Affirmative Action Compliance:** \_\_\_\_\_ 4-H Club does not have any policies or procedures that exclude any person from membership or participation in any of its activities or in any way discriminates against persons on the basis of race, creed, color, religion, disability, sex, sexual orientation, or national origin.

\_\_\_\_\_  
#1 Organizational Leader's signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
#2 Organizational Leader's signature

\_\_\_\_\_  
DATE

# 4-H Charter Application

To be completed by Club Secretary

Name of 4-H Club: \_\_\_\_\_

Type of 4-H Club: \_\_\_\_\_  
4-H Project Club - Special Interest Group - General

Community/School: \_\_\_\_\_ County: Lake County- Tavares, FL

Number Enrolled: \_\_\_\_\_ Total Number of Projects: \_\_\_\_\_

Purpose of Club: \_\_\_\_\_

Name of Club Leader: \_\_\_\_\_

Date organized: \_\_\_\_\_

President's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by: President \_\_\_\_\_

Club Organizational Volunteer (s) \_\_\_\_\_

Date of Application \_\_\_\_\_ Please attach: \_\_\_\_\_ Club Program Plan/Calendar  
\_\_\_\_\_ Roster of Club Members  
\_\_\_\_\_ Signed Charter Request Form



# Lake County 4-H *Volunteer* Enrollment Form

**NOTE:** please fill out all information, do not leave any blanks.

One form for each volunteer 4-H web site: <http://lake.ifas.ufl.edu/4-H/index.htm>

Date: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST

\_\_\_\_\_ FIRST Initial

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_  
City St Zip

E-Mail address: \_\_\_\_\_

Birth date: \_\_\_/\_\_\_/\_\_\_

Male: \_\_\_ Female: \_\_\_

This will be my \_\_\_\_\_ yr volunteering

Check Race

White \_\_\_\_\_

Black \_\_\_\_\_

Asian or Pacific Islander \_\_\_\_\_

American Indian or Alaska Native \_\_\_\_\_

Check Ethnicity

\_\_\_\_\_ Hispanic

\_\_\_\_\_ NON Hispanic

Choose only one volunteer role, see below

\_\_\_ OL\* Organization Leader

\_\_\_ RL\* Resource Leader

\_\_\_ PL\* Project Leader \_\_\_\_\_ (project)

\_\_\_ AL\* Activity Leader

Circle which best describes where you live: Farm

Rural/10,000

Suburb/50,000

City/50,000

Disability: *Do you require an accommodation for a disability to participate in this program?* \_\_\_\_\_

*Please explain:* \_\_\_\_\_

Explanation of roles:

OL Overall leader & organizer of club. Often involved with project teaching, program planning for meetings, community service projects, social events, etc.

RL Provides assistance to club, such as fund-raising, provide snacks, phoning members & parents, serving as a guest speaker or judge.

PL Assists members with in-depth study of specific projects.

AL Gives leadership to one or more specific activities during the year, at club or County level.

If any of your own children are members of any 4-H Club, please list.


## Florida 4-H Adult Behavioral Guidelines

Families and other youth-serving programs place trust in the University of Florida IFAS Extension Service to provide quality leadership and care for participating youth. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that merit this trust. For these reasons the following behavior guidelines are provided for volunteers working in the University of Florida Extension Services 4-H Youth Program. These behavioral guidelines have a common purpose; to help protect the youth participants' from being affected by negative behavior of those chosen to be their leaders and those that have contact with the children at special programs and events.

1. Treat others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth; this includes foul and inappropriate language.
2. Obey the laws of the locality, state, and nation.
3. Make all reasonable effort to assure that 4-H youth programs are accessible to youth without regard to race, creed, color, religion, national origin, gender, sexual orientation or disability.
4. Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H youth programs and report suspected abuse to the authorities.
5. Do not participate in or condone, neglect or abuse which happens to 4-H youth participants outside the program and report suspected abuse to authorities.
6. Treat animals humanely and teach 4-H youth to provide appropriate animal care.
7. Operate motor vehicles (including machines or equipment) in a safe and reliable manner when working with 4-H youth, and only with a valid license and the legally required insurance coverage.
8. Do not consume alcohol or illegal substances while responsible for youth in 4-H activities nor allow 4-H youth participants under your supervision to do so.

***Failure to comply with any of these guidelines may be reason for termination as a volunteer.***

I understand that my service to the University of Florida and Lake County Extension is entirely on a volunteer basis. I understand that I have the right to terminate my service at any time with or without cause and that the University of Florida and Lake County Extension has the same right.

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Volunteer Signature

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Date

# Affirmative Action

Date: \_\_\_\_\_

To Whom it May Concern:

This is to certify that the \_\_\_\_\_  
4-H Club is open to all persons without regard to race,  
color, sex, age, disability, religion, or national origin.

\_\_\_\_\_  
Signature of Club Organizational Leader

# Lake County 4-H Club Proposed Fund Raisers

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

- 4-H clubs are encouraged to hold fund-raisers to support club/member activities.
- Prior to raising funds, a budget should be created based on club goals, and a determination made as to the amount of funds needed to meet the current year's goals.
- It is the assumption of the IRS that all non-profit, 501 (c)(3) organizations will spend what is earned each year with only minimal carry-over from year to year.
- Those that work to raise the funds should be those that benefit from them.
- All club funds (and equipment purchased with them) are ultimately the property of Lake County 4-H and should be turned-over to the 4-H office should the club fold.

*Please complete below for each fund raiser you plan to hold during the period of September to August of this current 4-H year. Fund raisers may be added by calling the 4-H office with the information included below. Thank you!*

1. Type of fund raising activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

Describe the event, item for sale, etc.: \_\_\_\_\_

\_\_\_\_\_ Location (if applicable): \_\_\_\_\_

Targeted amount of money to be raised: \_\_\_\_\_ Purpose(s) for money raised: \_\_\_\_\_

2. Type of fund raising activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

Describe the event, item for sale, etc.: \_\_\_\_\_

\_\_\_\_\_ Location (if applicable): \_\_\_\_\_

Targeted amount of money to be raised: \_\_\_\_\_ Purpose(s) for money raised: \_\_\_\_\_

3. Type of fund raising activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

Describe the event, item for sale, etc.: \_\_\_\_\_

\_\_\_\_\_ Location (if applicable): \_\_\_\_\_

Targeted amount of money to be raised: \_\_\_\_\_ Purpose(s) for money raised: \_\_\_\_\_

# Lake County 4-H Club Report of Annual Audit

Club Name: \_\_\_\_\_

Leader: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Chartered 4-H Clubs are eligible to be exempt from the payment of Federal income taxes. The ruling was issued to the Department of Agriculture by the Internal Revenue Service on April 24, 1946, which recognized that 4-H Clubs were exempt from federal income tax under section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501© (3) of the 1986 Code. Each club will need to complete the IRS Form SS-4 to obtain a Federal Tax Identification Number or EIN, the County 4-H Agent must provide a written request to have your club added to the National IRS database of 4-H Clubs. With this status, donors, individuals or businesses, may deduct contributions to a 4-H club with official status.

## Please check the box that applies:

- Our club is **new for 09-2010** and had no financial activity during the **09-2010** 4-H year. No further information is required. Return form to 4-H office by 8/31/2010
- Our club has **no bank account and handled less than \$25.00** in total for the entire year. No further information is required. Return form to 4-H office by 8/31/2010
- Our club completed and **submitted a Treasurer's Project Book** in May of the prior 4-H Year. No further information is required. Return form to 4-H office by 8/31/2010.
- Our club has a bank account and **handled less than \$25.00** in total for the entire 4-H year. Complete audit information below & return to the 4-H office by 8/31/2010. No auditor signature required.
- Our club has a bank account and handled more than \$25.00 in total for the entire 4-H year. Complete audit information below & return to the 4-H office by 8/31/2010 Auditor signature(s) required.

## Auditor's Report

1. Balance beginning of 4-H (or calendar) year: \_\_\_\_\_

2. Total Income/Receipts: \_\_\_\_\_

3. Total Assets (line 1 + line 2): \_\_\_\_\_

4. Total Expenses/Disbursements: \_\_\_\_\_

5. Ending Balance (line 3 - line 4): \_\_\_\_\_

Ending Balance reconciled with account: Yes No \_\_\_\_\_

The 4-H financial records for the club named above have been reviewed and are found to be accurate and complete. All transactions have been made in keeping with the club's budget goals and policies. \_\_\_\_\_

Auditor Signature Date

Treasurer's Book Complete for **09-2010**? Yes \_\_\_\_\_ No \_\_\_\_\_

Funds deposited in \_\_\_\_\_ Bank

Signers on account: \_\_\_\_\_

Organization Leader signature: \_\_\_\_\_

Lake County Fair 4-H Livestock Exhibitor Application \*\*\* This does not replace the fair application

Today's Date \_\_\_\_\_

Return application to the 4-H Office before January 1<sup>st</sup>

Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Grade \_\_\_\_\_

Age \_\_\_\_\_ Large animal exhibitors must be at least 8 years old by Sept 1<sup>st</sup> of the current 4-H year. For other age restrictions see Lake County Fair Livestock Rule Book. Also available at <http://www.lakecofair.com/>

Address \_\_\_\_\_

\_\_\_\_\_

FL

\_\_\_\_\_

City

Zip

4-H Club \_\_\_\_\_

Phone number \_\_\_\_\_

Please Check

Swine

Rabbit

Dairy Cow

Poultry

Breeding Beef

Breeding Sheep

Dairy Goat

Market Steer

\_\_\_\_\_ Other, please identify

Lake County Fair 4-H Livestock Statement of Understanding To be completed by all livestock exhibitors.

I, \_\_\_\_\_, understand that the responsibility of raising an animal is a significant one. I realize that the privilege of exhibiting a livestock project is available to a limited number of 4-H members. I further realize that if I am fortunate enough to be selected as an exhibitor, I will be responsible for all expenses incurred in this project, and will pay all bills promptly. I also understand there is no guarantee of price or profit on this venture.

I agree to study and follow the rules set down by the Livestock Committee and Lake County Fair Board, I understand that selection as an exhibitor does not guarantee that I will be able to show my animal if the Fair Livestock Committee disqualifies the animal for any reason.

I am aware that insurance for the accidental loss of an animal is available and that it is the exhibitor's responsibility to secure insurance if he or she so desires. It is also required in order to get a loan.

I accept the responsibility for my actions and realize that what I do and say about the rules, the price paid for the animals and my general attitude affects other exhibitors, buyers, fair officials and the general public.

I will, by my actions and attitude, promote a positive image for my 4-H Club and the Lake County Extension 4-H Program.

\_\_\_\_\_ 4-H Member

If selected as a 4-H Livestock Exhibitor, my child has my permission and support for the current 4-H Year. I will not hold the 4-H Leaders, Extension Agent or Fair Officials responsible for accidents which might occur while participating in the activities related to exhibiting livestock.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date