

County 4-H Program

Suggested items specific to your county 4-H program to provide to volunteer leaders in one of the following ways: 1) part of an enrollment packet, 2) in training sessions, 3) in newsletters, 4) your county website, 5) other

- County directory (office address, office hours, key meeting places, phone numbers, staff names)
- County 4-H calendar, including state dates, Extension events
- Information about county communication system (newsletters, meeting announcements, listserves)
- County Policies & Procedures, such as getting 4-H bulletins and audio-visuals from county office, meeting room use
- Information about county 4-H member and leader enrollment process and due dates
- County Volunteer Directory (names, addresses, phone numbers)
- EM0758 *Washington State 4-H/Youth Program Policy*
- 4-H responsibilities of educators, programs assistants, and other staff*
- List of resources for projects in county (people and places)
- Project guidelines for special events
- 4-H council constitution & by-laws, committees, job descriptions
- Explanation and sample of 4-H reports due (financial reports, office reports)
- Explanation of information and training/orientation system for clubs, projects, groups, and leaders
- Career ladder for 4-H volunteers
- List of elected officials (city, county, state)
- Sample forms, such as photo/medical/parental consent forms, SS-4
- County grant and 4-H project loan information

- Name and use of the 4-H emblem form
- American Income Life Insurance
\$1/year program, Special Risk form, Medical Insurance for Camp and other activities
- Certificate of self-insurance/general automobile liability statement
- Sample monthly newsletter
- 4-H Fun Facts (clover-shaped cross-word puzzle)
- This I believe
- A good 4-H meeting scramble handout
- List of scholarships & loans
- Blank 4-H membership cards

For 4-H Leaders and Members:

1. The 4-H Member or Leader requests to be put on the 4hcompute discussion list through their 4-H County Extension Educator or 4-H Program Assistant.
2. County Extension Educator/4-H Program Assistants need to contact Carey Roos for a form to enroll their 4-H Members/Leaders.
3. The County Extension Educator or 4-H Program Assistant sends the form via e-mail or mail to Carey Roos (roos@wsu.edu) requesting that the Member or Leader gets put on the list.

Module VIII Updated (February 2007) by Anita Raddatz, Spokane County 4-H Program Assistant
and Carey Roos, OMK Web Coordinator
Original (2003) by Toni Gwin, Pacific County 4-H Extension Educator
and Jan Hiller, WSU Extension 4-H Youth Development Specialist

WASHINGTON STATE UNIVERSITY EXTENSION
PULLMAN, WASHINGTON

Issued by Washington State University Cooperative Extension, and the U.S. Department of Agriculture in furtherance of the Acts of May 8 and June 30, 1914. Cooperative Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability; marital status, sexual orientation, and status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Cooperative Extension office.