



THE 4-H CLUB LEADER NOTEBOOK

4-H Volunteer Tip Sheets

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4-H Volunteers are busy; they're working moms, dads and grandparents. They volunteer for other groups and are active community members. As 4-H Agents, we want to make your volunteer experience rewarding and fun. To help you stay organized, save time and enjoy being a volunteer, the 4-H Club Volunteer Leader Notebook is full of tools to do just that!

Club Summary Worksheet—This basically answers who, when and what. The top box is a record of what kind of event or activity whether it's a club meeting, an educational workshop or some other event like an end of the year party or a field trip. At every 4-H event, both youth and adults should sign in. The notes section is a handy way to jot down reminders.

Monies Received Form—Using a monies received form allows you to see quickly who has given you money and what it is for and also allows it to be quickly entered into our accounting software. This create a paper trail which makes handling funds much easier and also protects the club and club leader.

Check / Reimbursement Request Form—This form is for purchases that are planned ahead of time to a specific place of business or person. It's also for those times when you didn't have time to go to the 4-H Office to pick up a check, so you picked up the items and paid for them yourself. Use this form and attached a copy of your receipt.

Fundraising Permission Form—The purpose of this form is not only to inform the club about a fundraiser but also to identify the purpose of the funds. Funds should have a planned purpose to benefit the club members. Not only that, but your 4-H Agent should be kept in the loop on all fundraisers so he or she can approve it as well as be able to tell other what the funds are being used for. Most importantly, this helps youth learn about goal setting and planning to achieve those goals.

Accident and Injury Form—No matter how long we've been a volunteer, or how organized we are, there is always the chance for the unexpected to happen. When it does, we need to document it. Any time there is an accident or injury that occurs to a youth or volunteer during a 4-H event, we need to complete this report as soon as possible (after the injured person is cared for).

4-H Club Leader Notebook

- Be informed
- Be prepared
- Be organized