



Iowa County 4-H Club Best Practices Checklist

BEFORE ANY MEETING

- ___ Arrange for a meeting time and location. Do consider availability and travel distance for all members, including the youth. Be sure the location is handicap accessible.
 - If you wish to use the HHS Building or the Fairgrounds, please contact the Extension office for availability.
- ___ Provide ample notice of meetings.
 - Email or call club members. If someone doesn't have email, buddy them up with someone that does to keep them informed.
 - Notify the Extension Office of meetings, so that meetings can be listed on the Iowa County 4-H Calendar.
- ___ Develop a well-defined agenda, with input from the adult and youth committee members.
 - Be clear on the purpose of meeting. Meetings should be held when there is business to discuss.
 - Note which items are discussion points, which need action, etc.
 - Send agenda out with meeting reminder 1 week prior to the meeting.
- ___ Efforts should be made to make sure club members have done their pre-meeting homework.

DURING MEETINGS

- ___ Effectively and respectfully use club members' time.
 - Review the agenda and keep discussion focus on the agenda and the purpose of the meeting.
 - Begin and end meetings on time; do not exceed 60-90 minutes.
- ___ Secretary should keep minutes and record all motions/decisions and who is responsible for which action steps (see sample "Committee Minutes form" in pdf or Word format)
 - Submit a copy of the minutes to the Extension office within 1-2 weeks after the meeting (to be kept in your clubs file at the office.)
 - Any motions that are proposed policy must come before the 4-H Youth Development Educator for approval.
- ___ Set and work towards reasonable goals that can be accomplished each year.
- ___ Assign and record responsibilities to be carried out in between now and the next meeting.
- ___ Identify items to carry over to the next meeting's agenda and set next meeting date, time and location.

ADDITIONAL EXPECTATIONS

- ___ Actively and routinely seek new club members to support a vibrant and diverse club.
 - Clubs should make every effort to have multiple families represented within the club, and no one family should make up a majority of the club members.
 - Clubs should make every effort to have a mixture of both youth and adults active in the club.
- ___ Annually elect officers/key contacts to ensure that our clubs are inclusive, transparent, and evolving.
 - Suggested to have a chairperson(s), president, vice president, secretary, and treasurer.
- ___ Contribute to the overall educational programming of the Iowa County 4-H program, by:
 - Plan and carry out a session at the Exploration Day held in February and June.
 - Promote educational resources and opportunities (i.e. Project literature, Regional/State Events)
 - Make requests for leader training.
 - Planning fundraising activities when necessary.
- ___ Maintain frequent and clear communication with 4-H participants, 4-H Leaders, and Extension.
 - Regularly participate in bi-monthly 4-H Adult Leaders Association meetings, which are typically held on the last Monday of each other month starting in January. These meetings can be a good opportunity to promote upcoming opportunities, request approval for fundraising or special



- funding, and contribute to discussion and decisions about 4-H policies that affect members, leaders, and groups.
 - Utilize the bi-monthly 4-H Newsletter as a primary communication tool for promoting upcoming meetings and events. Deadlines are the 15th of Feb., Apr., Jun., Aug., Oct., and Dec.
 - Utilize 4HOnline to get up-to-date member contact lists and to email project members. You'll need to annually request county project leader access by contacting the UW-Extension office.
 - Annually or semi-annually review related county 4-H webpages and submit updates to the Extension Office.
 - Submit posts to and "Like" the Iowa County 4-H UW-Extension Facebook page.
- ___ Properly handle 4-H funds for the purpose of supporting and furthering educational programming for youth, including complying with 4-H Best Practices and guidelines outlined in 4-H Money Basics.
- Maintain detailed financial records of all Club associated funds, as well as documentation of all 4-H funds received and disbursed. Monthly compare and reconcile club records with those records kept by the 4-H Leaders' Treasurer.
 - Be familiar with and comply with Iowa County 4-H Income & Expense Procedures and Best Practices.
 - The income received by the club needs to be promptly dealt with, whether in the form of dues, fundraising or donations. Incoming funds need to be accompanied by adequate documentation of how the funds were generated, including an "Income Receipt form".
 - Expenses of the committee also need to be mindful that the 4-H Fiscal Year ends June 30th. Expenses must be submitted with (1) an "Expense Reimbursement Form", (2) a receipt for the expense, and (3) signature of approval by the Committee Chair or Treasurer. Note: 4-H does NOT reimburse sales tax.
 - Fundraising by the club needs to be pre-approved by the 4-H staff and the 4-H Leaders Association, by submitting a "Fundraiser Request Form." It is the responsibility of the committee to make sure that all efforts to raise funds in the name of 4-H are done within the purpose and guidelines on the 4-H Fund Raising Fact Sheet.
 - Donation solicitation by the committee needs to be pre-approved by the 4-H Youth Development Educator, by submitting a "Donation Solicitation Request Form." It is the responsibility of the club to keep track of all businesses and individuals approached in solicitation, and to provide written thank yous following the 4-H policy on Acknowledging Charitable Donations.
 - Annual Budget Requests should be submitted (i.e. Ambassadors, Awards & Recognition, Cloverbuds) as part of the 4-H Adult Leaders' annual budgeting process for a July 1st – June 30th fiscal year. This is done by a "Request for Budget Information Form", due May 1st. Self-funded committees are also strongly encouraged to annually create and approve a Club Budget, for purposes of sound planning and to expedite the expense reimbursement process. A copy of the budget should be shared with 4-H staff.
 - Special Funding Request can be submitted to the 4-H Adult Leaders at any time during the year, via a "Request for Special Funding form."
 - Capital Equipment & Gifts over \$500 must have approval of 4-H staff: "Considering Expenditures Over \$500."
 - The inventory of all committee supplies, and equipment purchased with 4-H funds needs to be annually submitted to the Extension Office by October 1st.
- ___ Evaluate the work of your club. Ask questions. Examples include...
- Did we include life skills? What life skills did we accomplish in the educational workshop?
 - Are we open and inclusive? How can we be even more responsive to new needs and ideas?
 - How are we engaging youth in meaningful leadership on the committee and through programs?
- ___ Be a role model for youth who serve on the club level. Follow procedures in making motions, demonstrate reasonable conflict resolution skills, etc. WE should MODEL what type of citizens we want our youth to be!

