



Dear New Club Leader,

Welcome to our 4-H program! We are delighted your club will be a part of Maricopa County 4-H. This packet contains all the initial information and forms needed to get you started. Please complete and return the entire packet. We recognize you may have questions about what is required, so do not hesitate to contact Esther Geel at (602) 827-8247, (480) 628-2281 or email esthergeel@arizona.edu with your concerns. I'm here to support and help you all the way!

Enrollment Process for Club and Members

Step 1: To establish your Club, please fill out this entire Club Enrollment Packet & submit it as soon as possible.

Step 2: Once you've received confirmation of club approval from the Extension Office, your Members and screened Leaders may begin enrolling in [ZingBooks](#).

Step 3: We are excited that **both** state and county program fees will be waived for the 2021-2022 4-H year (October 1 – September 30) so you'll only need to collect your club dues, if applicable.

Step 4: You/your Club may not collect club dues until you've received your signed Original Charter and Original EIN letter. This also applies to fundraising. Please turn in your Charter Application (see Appendix A) along with your EIN (Employer Identification Number) to Esther Geel at esthergeel@arizona.edu. You will need an EIN to open a bank account.

Step 5: We encourage you to check out the [Maricopa County Event Calendar](#) on a regular basis to get accurate dates and deadlines. To stay updated please also look for and read our weekly e-newsletters.

Forms Included in packet:

- Club Project Areas Check List Pg. 2
- Club Leader Role Description & List Pg. 3
- Club Officer Role Description & List Pg. 4
- Club Informational Web Page Pg. 5
- Explanation Club Financials Pg. 6
- County Committee Rep Form Pg. 7
- Appendices 4-H Charter Application Packet
- Apply for a Club EIN [here](#).

Please complete the packet digitally and email it to:
esthergeel@arizona.edu

OR

Print out and drop off or mail this packet to:
U of A Cooperative Extension, Maricopa County
Attn: Esther Geel
4341 E. Broadway Rd., Phoenix, AZ 85040

4-H Club Project Area Designation

Check the box next to each Project Area(s) that your club supports. Project Manuals are available for purchase at 4-H Mall (<https://shop4-h.org>). The 4-H project manuals are highly recommended as part of the 4-H educational experience.

- | | | |
|--|---|--|
| <input type="checkbox"/> Aerospace <ul style="list-style-type: none"> • Aerospace 2,3,4 • Rocketry | <input type="checkbox"/> Entomology <ul style="list-style-type: none"> • Entomology 1,2,3 • Beekeeping 1,2,3 • Butterflies | <input type="checkbox"/> Rabbit * <ul style="list-style-type: none"> • Rabbit 1,2,3 |
| <input type="checkbox"/> Animal Science-no live animal <ul style="list-style-type: none"> • All animal projects marked with an asterisk (*) can show a still exhibit. | <input type="checkbox"/> Food & Nutrition <ul style="list-style-type: none"> • 4-H Cooking 101,201,301,401 • Food Preservation • Food Science | <input type="checkbox"/> Robotics <ul style="list-style-type: none"> • Junk Drawer Robotics 1,2,3 • Robotics 1,2 w/ EV3 • Free Range Robotics |
| <input type="checkbox"/> Beef * <ul style="list-style-type: none"> • Beef 1,2,3 | <input type="checkbox"/> Forestry <ul style="list-style-type: none"> • Forests of Fun 1,2,3 | <input type="checkbox"/> Self-Determined |
| <input type="checkbox"/> Cat * <ul style="list-style-type: none"> • Cat 1,2,3 | <input type="checkbox"/> Geospatial <ul style="list-style-type: none"> • Exploring Spaces 1,2,3 | <input type="checkbox"/> Sewing & Textiles <ul style="list-style-type: none"> • Shopping in Style 1,2,3,4,5,6 • STEAM Clothing 1,2,3 |
| <input type="checkbox"/> Child Development <ul style="list-style-type: none"> • Child Development 1,2,3 | <input type="checkbox"/> Goats * <ul style="list-style-type: none"> • Dairy Goat 1,2,3 • Meat Goat • Pygmy Goat | <input type="checkbox"/> Sheep * <ul style="list-style-type: none"> • Sheep 1,2,3 |
| <input type="checkbox"/> Citizenship <ul style="list-style-type: none"> • Citizenship 1,2,3 • Service Learning 1,2 | <input type="checkbox"/> Health & Fitness <ul style="list-style-type: none"> • Health 1,2,3 | <input type="checkbox"/> Shooting Sports* <ul style="list-style-type: none"> • Air Rifle • Archery • Muzzle Loading • Shotgun • Small Bore Pistol • Small Bore Rifle |
| <input type="checkbox"/> Cloverbuds <ul style="list-style-type: none"> • Animals: Literature or Poster • Food & Nutrition • Health & Safety • Nature & Gardening • Our Community • Recreation • Recycled Recyclables • Science • Sewing • Visual Arts | <input type="checkbox"/> Horse * <ul style="list-style-type: none"> • Horse 1,2,3,4,5 • Horseless Horse | <input type="checkbox"/> Small Engines <ul style="list-style-type: none"> • Small Engines 1,2,3 |
| <input type="checkbox"/> Communications <ul style="list-style-type: none"> • Communications 1,2,3 • Creative Writing • Journalism • Public Presentations | <input type="checkbox"/> Horticulture <ul style="list-style-type: none"> • Floriculture A,B,C,D • Flower Arranging • Herb Gardening • Vegetable Gardening A,B,C,D | <input type="checkbox"/> Small Pets * <ul style="list-style-type: none"> • Small Pets 1,2,3 • Cavy |
| <input type="checkbox"/> Computer Science <ul style="list-style-type: none"> • Programming w/ Scratch 1,2,3 | <input type="checkbox"/> Leadership <ul style="list-style-type: none"> • Leadership 1,2,3 | <input type="checkbox"/> Swine * <ul style="list-style-type: none"> • Swine 1,2,3 |
| <input type="checkbox"/> Consumer Education <ul style="list-style-type: none"> • My Financial Future 1,2 • Entrepreneurship | <input type="checkbox"/> Natural Resources <ul style="list-style-type: none"> • Backyard & Beyond • Exploring Your Envir 1,2 • Geology • Natural Resources 1,2,3 • Outdoor Adventures 1,2,3 • Sportfishing 1,2,3 • Water Conservation | <input type="checkbox"/> Theatre Arts <ul style="list-style-type: none"> • Theatre Arts 1,2,3 • Dance/Clogging |
| <input type="checkbox"/> Dairy Cattle * <ul style="list-style-type: none"> • Dairy 1,2,3 | <input type="checkbox"/> Photography <ul style="list-style-type: none"> • Photography 1,2,3 • Video/Filmmaking | <input type="checkbox"/> Visual Arts <ul style="list-style-type: none"> • Cake Decorating • Crochet • Fine Arts • Interior Design • Knitting • Leathercraft • Scrapbooking |
| <input type="checkbox"/> Dog * <ul style="list-style-type: none"> • Dog 1,2,3 | <input type="checkbox"/> Poultry * <ul style="list-style-type: none"> • Poultry 1,2,3 • Embryology | <input type="checkbox"/> Welding <ul style="list-style-type: none"> • Welding |
| <input type="checkbox"/> Electricity <ul style="list-style-type: none"> • Electricity 1,2,3,4 | | <input type="checkbox"/> Woodworking <ul style="list-style-type: none"> • Woodworking 1,2,3 |

Club Name: _____

4-H Year: 2021/2022

Club Officer Role Descriptions:

President: Consults with the Organizational Leader and other officers to develop and prepare a meeting agenda. He/she presides at all business meetings, coordinates club business, appoints committees, and establishes a sense of teamwork and unity for the club. The president’s leadership directly affects the involvement of the 4-H members in the club.

Vice President: Coordinates committees and is responsible for educational programs at club meetings. Fulfills the President’s responsibilities in his/her absence.

Secretary: Keeps written minutes of all meetings and records the attendance and participation. Writes correspondence and assists with monthly reports and activity reports. Officers should check with local county Extension office for requirements on submitting minutes and other materials as well as deadlines.

Treasurer: Consults with adult Treasurer when handling club finances. He/she keeps an accurate record of the club funds, writes receipts and checks, and makes deposits. The Treasurer also prepares and submits the annual Year-end Financial Summary Report and other required documents to the county Extension office.

Reporter/Historian/Scrapbook (can be more than one youth member): This team writes and submits interesting and accurate reports about club meetings and club activities to the local newspaper and county Extension office and maintains the club scrapbook. Other responsibilities may include managing a club website and assisting with end-of-year reports.

Recreational Leader: Promotes enthusiasm and belonging through games and songs at 4-H club meetings and other activities.

Club Officer List

* Reminder: all Club Officers must be enrolled youth members of the club.

YOUTH NAME(S)	TITLE
1.	President
2.	Vice President/Co-President
3.	Secretary
4.	Treasurer
Optional Positions:	
5.	Reporter/Historian
6.	Scrapbook
7.	Recreation Chair
8.	Other
9.	Other

Club Name: _____

4-H Year: 2021/2022

Club Informational Web Page

Please fill out all the information below. This section will be used to create your club profile on the county-level club web page (<https://extension.arizona.edu/4h/maricopa>)

Club Meeting Address: _____

Major Cross Streets: _____

City: _____ Zip Code: _____

Phone Number: _____

Email: _____

Club Website (if applicable): _____

Additional Social Media Accounts: 1. _____

2. _____ 3. _____

Business Meeting Day(s)/Time(s): _____

Total Club Membership Fee (including \$25 County Program Fee): \$ Waived 2021-2022

Description of what the additional club fee covers (as applicable): _____

Club Description: Please list the 4-H projects your club will be offering.

Office Use Only

Update Website

Initials: _____ Date: _____

Update ZingBooks

Initials: _____ Date: _____

Update Club Listing

Initials: _____ Date: _____

Club Name: _____

4-H Year: 2021/2022

Explanation of Club Financials Statement

The Maricopa County 4-H Program Staff oversees and is responsible for the proper handling of 4-H Club funds and assets in Maricopa County. All funds collected in the name of 4-H fall under the Arizona 4-H Youth Foundation, which has fiduciary responsibility for all 4-H funds in Arizona. If your club is handling 4-H money, including 4-H program fees, your club must have, at a minimum, a checking account. Please read the following information, answer, and sign below.

Our club has a checking account: Yes No

If your club does not have a checking account, please explain: _____

I agree to follow all of the 4-H Club financial guidelines as outlined in the [AZ 4-H Chartering and Financial Management Guide](#). As the responsible party, I will ensure that our club accurately documents all income and expenses, and turns in the required documentation by the due date. In the event that our club leadership changes, I will hand over all accurate and up-to-date accounting documents required by the 4-H Club Financial Guidelines to the new club Organizational Leader.

Organizational Leader Name/Signature: _____

Date _____

Non-Discrimination Statement

As leader of this 4-H club/group, I certify that this 4-H club/group will not restrict or deny any person membership or participation in its program or activities because of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This form constitutes a request for use of the 4-H Name and Emblem for educational purposes in accordance with regulations and policies of University of Arizona Cooperative Extension.

Organizational Leader Name/Signature: _____

Date _____

Club Name: _____

4-H Year: 2021/2022

County Committee Representation Form (Youth & Adult Representatives)

If your club offers any of the following project areas, you **must** provide a youth and adult representative for that committee to represent your club at the county level.

Dog Committee

Youth Name: _____ Phone: _____

Email: _____

Adult Name: _____ Phone: _____

Email: _____

General Projects Committee (all projects except those listed as other committees)

Youth Name: _____ Phone: _____

Email: _____

Adult Name: _____ Phone: _____

Email: _____

Horse Committee

Youth Name: _____ Phone: _____

Email: _____

Adult Name: _____ Phone: _____

Email: _____

Large Stock Committee (Beef, Dairy, Sheep, and Swine)

Youth Name: _____ Phone: _____

Email: _____

Adult Name: _____ Phone: _____

Email: _____

Shooting Sports Committee

Youth Name: _____ Phone: _____

Email: _____

Adult Name: _____ Phone: _____

Email: _____

Small Stock Committee (Cavy, Goats, Poultry, and Rabbits)

Youth Name: _____ Phone: _____

Email: _____

Adult Name: _____ Phone: _____

Email: _____

If your club representatives change during the 4-H year, please notify the 4-H Office immediately.