



Dear New Club Leaders,

Welcome to our 4-H program! We are delighted that 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 the 4-H Office at (602) 827-8275 or email patriciahoward@arizona.edu with your concerns. We are here to support and help you!

We can't wait to have you be part of our Maricopa County 4-H family.

Your Maricopa County 4-H Team

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.

<https://extension.arizona.edu/ZingBooks-resources>

Step 3: You/your Club may not collect either enrollment fees or 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 and EIN Forms to Patty Howard patriciahoward@arizona.edu.

Step 4: You will receive a list of club members to confirm accuracy before enrollment fees are due. Clubs Leaders will collect all 4-H program fees (\$25/youth member) and submit one payment. We are requesting members to check the "pay later" option on the payment page in ZingBooks and to not provide us with their debit/credit card information. You will mail one check payable to the University of Arizona, 4341 E. Broadway Rd, Phoenix, AZ 85040, attention to Patty Howard.

Step 5:, Youth members can apply for a stipend support funds, to assist those if cost will cause hardship

<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/Stipend%20Application.pdf>

Step 6: We encourage you to check out the Maricopa County Event Calendar on a regular basis to get accurate dates and deadlines. <https://extension.arizona.edu/maricopa-county-4-h-calendar-events>. To stay updated please read our weekly e-newsletters.

Forms Included in packet:

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- Appendices 4-H Charter Application Packet

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

Club Leader Responsibilities Form

The purpose of the **Club Leader Responsibilities Form** is to confirm which leader is the primary point person for your 4-H Club in the areas of communication, enrollment, financial management, and Maricopa County Fair. These point people must be screened volunteers and enrolled in 4-H ZingBooks.

Please list the **4-H Club Leader(s)** accountable for the following tasks. The Organizational Leader may be the person that handles all of these responsibilities, however; it's good practice to delegate tasks to others so that one person is not managing all club responsibilities.

- Communication
 - Be the main point person for your club to communicate with the Maricopa County 4-H Staff and respond to all emails/phone calls;
 - Communicate information received from the Maricopa County 4-H Staff to your entire 4-H Club;
 - Be listed as your club's contact on the website and other club listings. Respond to potential member and volunteer inquiries in a timely manner.
- Enrollment
 - Maintain club enrollment records to include: program fees paid, current members/leaders, and member/leader withdrawal;
 - Communicate with Maricopa 4-H Staff regarding access to 4-H ZingBooks, submit Club Member Confirmation Form, and address all other relevant member enrollment items;
 - Ensure program fee club payment is submitted to 4-H Office by February 1st deadline;
 - Ensure club member/leader updates information in 4-H ZingBooks as changes occur.
- Financial Management
 - Work with club Treasurer to maintain accurate club financial records;
 - Coordinate club-level audit on financial records prior to submission to 4-H Office;
 - Ensure club financial reports are submitted to 4-H Office by October 15 deadline.
- Fair Contact
 - Your contact information will be shared with the Maricopa County Fair (MCF) staff;
 - **[IMPORTANT] Collect and share information from MCF with members & leaders. This leader must attend the Fair Ticket Pick-up Meeting in April.**

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 |

If a project is missing on the list, please contact the 4-H Office at (602) 827-8275 or email patriciahoward@arizona.edu she can add it for you.

Club Name: _____

4-H Year: 2020/2021

Club Leader Role Descriptions:

The following descriptions explain the different volunteer roles within the 4-H Club. Please use these descriptions to determine which role your club leaders fall into on the next page.

Remember every volunteer needs to be screened.

Organizational Leader: Coordinates and oversees club leadership and is a liaison to Extension Staff. Assists youth and adults with enrolling in 4-H ZingBooks, encourages member participation and documents, and recognizes member and leader accomplishments. Provides leadership for club activities. Works with youth President on developing and preparing business meetings.

Treasurer: Works with youth Treasurer handling club finances. While working with youth member, he/she keeps an accurate record of the club funds, writes receipts and checks, and makes deposits. The Treasurer, along with youth Treasurer, also prepares and submits the annual Year-end Financial Summary Report.

Activity Leader: Helps 4-H members learn through their involvement in specialized 4-H activities, such as community involvement, citizenship, health, and intercultural activities. They will support the 4-H club as a member of the leadership team.

Cloverbud Leader: Provides leadership to the Cloverbud (ages 5-7) program within the club by sharing knowledge and creating learning experiences for all Cloverbuds.

Fair Coordinator: Helps 4-H members stay on schedule with submitting forms (animal ownership, show enrollment, etc.) related to the Maricopa County Fair. This position also supports the 4-H club as a member of the leadership team and communicates regularly with families and the Organizational Leader.

Project Leader: Helps 4-H members enrolled in a specific project area gain knowledge, skills, and mastery by guiding them as they learn.

Youth Leader: Assists the Club Leaders to carry out the organization of the club and to teach other members through projects, activities, and events.

Club Name: _____

4-H Year: 2020/2021

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 Name: _____

4-H Year: 2020/2021

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
10.	Other

Record Book Statement

<https://extension.arizona.edu/maricopa-county-record-book-forms-guidelines>

Per the 4-H Record Book Fact Sheet, Leaders may require club members to complete and submit a 4-H Record Book. A valid reason for this requirement must be provided.

As the Organizational Leader of (club) _____, I require 4-H members in our club to submit 4-H Record Books: ____ Yes ____ No

If yes, why (explanation required): _____

Organizational Leader Signature

Club Name: _____

4-H Year: 2020/2021

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): \$_____

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		
<input type="checkbox"/> Update Website	<input type="checkbox"/> Update ZingBooks	<input type="checkbox"/> Update Club Listing
Initials: _____ Date: _____	Initials: _____ Date: _____	Initials: _____ Date: _____

Club Name: _____

4-H Year: 2020/2021

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 Maricopa County 4-H Club Financial Management documents. As the responsible party, I will ensure that our club accurately documents all income and expenses, and turns in the required documentation by October 15. 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: 2020/2021

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.