

NEBRASKA 4-H & WASHINGTON COUNTY 4-H CLUB REQUIREMENTS

4-H CLUB FILE – CHECKLIST

- ✓ Approved 4-H Club Name (by county, state & federal)
- ✓ 4-H Club Charter Obtained (date established)
- ✓ COPY of Charter (certificate)
- ✓ Employer Identification Number (EIN) DATE OBTAINED
- ✓ Employer Identification Number (EIN)
- ✓ Bank Account Established (date)
- ✓ Bylaws & Constitution – Amendments
- ✓ Year End Treasurer’s Report filed with local Extension Office
- ✓ e-Postcard Filed by May 15 of each year for prior year
- ✓ List of all Youth Protection approved leaders
- ✓ OPTIONAL: Nebraska 4-H Club of Excellence Summary Form

4-H CLUB – BASIC STRUCTURE

- ✓ Enroll at least 5 youth members from at least 3 families.
- ✓ Is advised by adult 4-H volunteers who have been screened and is in accordance with the Nebraska 4-H Policy and Procedure Handbook.
- ✓ Conduct a minimum of 6 regular club meetings (virtual or face-to-face) per year - often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- ✓ Selects youth officers or youth leaders to provide leadership to the club.
- ✓ Meets in any location — a home, community center, military installation, library, public housing site, school, afterschool program, and/or many other places.
- ✓ Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.

NEBRASKA CLUB OF EXCELLENCE REQUIREMENTS

- ✓ Have at least FIVE members from at least THREE different families.
- ✓ Recite the 4-H Pledge at meetings.
- ✓ Meet at least six times per year.
- ✓ Choose/elect youth officers.
- ✓ Give youth leadership roles.
- ✓ Have one club project (related to curriculum) which they do together.
- ✓ Have adult role models (parental) involvement.
- ✓ Are facilitated by a volunteer/organizational leader who has successfully completed the Volunteer Screening Process.
- ✓ Have members perform a demonstration or public speaking at the club level or above.
- ✓ Complete one community service project.
- ✓ Have members participate in a county, district or state event(s).
- ✓ Celebrate member and club achievements.
- ✓ Complete the “Nebraska 4-H Club of Excellence Report of Activities” and return to the Extension Office at year end.