

Club Leader Notebook: Table of Contents

A. Intro to 4-H:

- i. The ABC's of 4-H: A Primer for 4-H Volunteers
- ii. Establishing and Chartering a 4-H Club
- iii. Selecting a Name for Your 4-H Club
- B. How 4-H'ers Learn
 - i. Learn by Doing + a Little Bit More
 - ii. Making Learning Fun
 - iii. Planning and Conducting a Successful Program or Activity
 - iv. Planning a Successful Field Trip
- C. Standards of Excellence and Awards and Recognition
 - i. Standards of Excellence for 4-H Clubs and Groups
 - ii. The Florida 4-H Recognition Program

D. Forms:

- i. Club Organizational Form
- ii. New 4-H Club Charter Application
- iii. Annual Request for Club Charter
- iv. University of Florida IFAS 4-H Volunteer Application
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- vi. Florida 4-H Participation Form for Youth and Adults

E. Meeting Helps:

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 - i. Fundraising Permission Form

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 - i. 4-H Affirmative Action (Fact Sheet)
 - ii. All Reasonable Efforts Documentation
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- L. Risk Management
 - i. Protecting Youth and Volunteers by Planning Ahead, Reducing Risk
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 - v. <u>Discipline Reports</u>
 - vi. Florida 4-H Volunteer Guide to Reporting Child Abuse
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- M. Club Resources ice breaker activities, etc.
- N. Minutes
- O. Member Records participation forms
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