

Randolph County 4-H Club Packet 2019

Please complete the following forms to be considered an official 4-H Club in Randolph County and North Carolina. If all of these forms are not completed, your club will be removed from our database. Forms are due to the Randolph County 4-H Office by February 8, 2019.

Forms included:

- Club Roster
- Club Summary
- Club Calendar
- Financial Information
- Club Charter
- Civil Rights Statement
- Club Evaluation

Club Summary

Officers:

Officer	Name
President	
Vice President	
Secretary	
Treasurer	
Reporter	
Other	

Type of Club: _____
 (Community, After School, Project)

Age Group: _____ Maximum Enrollment: _____

Meeting Location: _____

Meeting Days: _____

Meeting Time: _____

How Often? _____
 (Daily, Weekly, Bi-Weekly, Monthly)

What kinds of activities and programs does your club usually do?

4-H Club Financial Statement

****If you do NOT have any finances of any kind, please check this box:**

BEGINNING BALANCE AS OF JANUARY 1 : \$ _____

Deposits (Fund Raisers, Donations, Dues, etc)

- | | | | |
|-----|-------|----|-------|
| 1. | _____ | \$ | _____ |
| 2. | _____ | \$ | _____ |
| 3. | _____ | \$ | _____ |
| 4. | _____ | \$ | _____ |
| 5. | _____ | \$ | _____ |
| 6. | _____ | \$ | _____ |
| 7. | _____ | \$ | _____ |
| 8. | _____ | \$ | _____ |
| 9. | _____ | \$ | _____ |
| 10. | _____ | \$ | _____ |

TOTAL DEPOSITS \$ _____

Expenditures (Scholarships, Supplies, Refreshments, etc)

- | | | | |
|-----|-------|----|-------|
| 1. | _____ | \$ | _____ |
| 2. | _____ | \$ | _____ |
| 3. | _____ | \$ | _____ |
| 4. | _____ | \$ | _____ |
| 5. | _____ | \$ | _____ |
| 6. | _____ | \$ | _____ |
| 7. | _____ | \$ | _____ |
| 8. | _____ | \$ | _____ |
| 9. | _____ | \$ | _____ |
| 10. | _____ | \$ | _____ |

TOTAL EXPENDITURES \$ _____

ENDING BALANCE AS OF DECEMBER 15 \$ _____

These funds are in an account at: _____

Account Name & ID Number: _____

Signature of 4-H Leader: _____

Signature of 4-H Club Treasurer: _____

4-H Club Charter

*Applications should be completed and returned to the Randolph County 4-H Office to receive updated charter status. Clubs applying for initial charter need to complete questions 1-6 only. Clubs applying for annual renewal complete questions 1-7, while clubs seeking the Emerald Seal must complete the entire form.

Type of Club (circle one): Community - Home School - After School - Project

Please indicate application status:

Initial _____ Re-Charter _____ Re-Charter w/Emerald Seal _____

1. Day and time club meets: _____

2. Location of club meetings: _____

3. Club Leader(s): _____

4. Club contact information: _____

5. Slate of Officers (5-8 year olds exempt):

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other: _____

6. Plan of work for first 6 meetings (Use attached club calendar)

7. Charter Renewal

Clubs are required to re-charter on an annual basis in order to remain a 4-H club and continue to use the 4-H logo and emblem. Once clubs have submitted and completed requirements, clubs will receive the Gold Seal on their original charter.

County 4-H staff and volunteer leaders must initial the following requirements for charter renewal. List activities where appropriate.

Leader

Staff

- | | | |
|-------|-------|--|
| _____ | _____ | The club held regular meetings. |
| _____ | _____ | List of club officers are on file with the County Cooperative Extension Office. Officers have been either elected or rotated into office. |
| _____ | _____ | Enrollment forms have been updated and submitted to County Cooperative Extension Office. |
| _____ | _____ | Annual financial report has been submitted to County Cooperative Extension Office (if appropriate). |
| _____ | _____ | The club completed at least one community service project during the year. Please list the number of youth who participated, the activity, location, and date in space provided. |

_____ Club leader has attended a at least one 4-H volunteer training/meeting with Randolph County 4-H Agent during the calendar year. Please list trainings, location, and date in space provided.

Emerald Seal Requirements:

Agents and volunteer leaders must initial the following requirements for charter renewal. List activities where appropriate.

Leader

Staff

50% of enrolled club youth have been engaged in 4-H Life Skills development opportunities such as local/district/state/national activities, project records, presentations or 4-H camp. Please list the names of youth and the activities completed in the space provided. You may use a separate sheet if needed.

The 4-H Club has completed a minimum of one citizenship activity. Please list the number of participants, activity, date and location.

Club youth have participated in an annual Honors Night.

The club completed at least two community service projects during the year. Please list the number of participants, the activities, locations, and dates in the space provided. **Please note, only the second activity needs to be listed in the space provided as the first project should be listed under renewal requirements.*

Civil Rights Statement

Dear 4-H Club,

The Randolph County Cooperative Extension Center is committed to furthering the educational purposes of North Carolina Cooperative Extension in compliance with all civil rights legislation.

In furtherance of this, we obtain assurance from all clubs with whom we work that they will follow non-discriminatory practices and ensure that all programs, activities, and participation are offered without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information. Certification of non-discrimination is documented by signing and returning an original of this letter to the Cooperative Extension Office. Please maintain a copy of this for your files as well.

The federal requirements state that if certification is not provided, the organization will be notified in writing that Cooperative Extension can no longer give assistance to your club or organization's efforts.

We respectfully request your compliance with this effort to provide a welcoming and equal opportunity for all citizens to benefit from the services provided by North Carolina Cooperative Extension through your club. We appreciate your involvement in our efforts and look forward to working with you.

Sincerely,



Allison Walker
Extension Agent
4-H Youth Development

This is to certify that _____ (club name) has a policy of open membership and participation, and further that it ensures non-discriminatory treatment as outlined above in offering all of its programs and activities.

Signature, 4-H Club Leader

Date

Signature, 4-H Club President

Date

Signature, 4-H Club Vice President, Secretary or other Officer

Date

Club Evaluation

Club Evaluations are due Randolph County 4-H Office by 5:00pm on Friday, November 15, 2019.

Evaluations can be submitted by email, fax, mail or in person.

*Please estimate the number of youth in your club who have grown in these areas this year:

Increased knowledge about:	Number of Youth:
Problem Solving	
Decision Making	
Communication	
Critical Thinking	
Goal Setting	
Conflict Resolution	
Diversity	
Leadership	

Gained these skills:	Number of Youth:
Refusal Skills (ability to say "no")	
Problem Solving	
Decision Making	
Communication	
Critical Thinking	
Goal Setting	
Conflict Resolution	
Planning and Organizing	
Leadership	
Conducting effective meetings	
Job Seeking Skills (interviewing, applications, resume writing)	

Planning to:	Number of Youth:
Graduate from high school	
Pursue secondary education	
Obtain a GED	
Start their own business	
Become effective organization leaders	

1. How many youth in your club participated in a community service project this year? _____
2. How many new families have joined your club this year? _____
3. Did any of your 4-Hers earn money as a result of their project work (ex: selling things they've made, livestock projects, etc)? _____ If yes, how much did they earn? _____
4. Ask your 4-Hers what their favorite part of being in 4-H was this year. Provide their responses below:

5. Please provide a “success story” about one or more of your 4-Hers.

6. Please provide any other comments, concerns or suggestions here.

You are welcome to attach additional pages to this evaluation. Thanks so much for your input!

Monthly Reporting Instructions:

It is extremely important that the information on the following pages be turned in to the 4-H office after your monthly meetings for reporting and auditing purposes.

We also have this reporting system in digital form that can be shared if you wish to record and submit electronically. This information can be filled out by a youth at your meetings, providing they understand the information that is being requested.

Please make every effort to be diligent about this in 2019. If you have any questions please contact us at 336-318-6017 or email chastity_elliott@ncsu.edu.

4HOnline Group Enrollment Form

Step 1 (Program Details)

Pgm Name _____ Date _____
Description _____

Club/Group _____ Delivery Mode _____


Presenter _____
Teacher/Volunteer/Extension Educator(s)

Location _____

Zip _____

Number of INSTRUCTIONAL Hours _____

Number of Youth from Military Families _____

Project _____

Step 2 (Member Distribution)

Gender Distribution

Gender	*	Total
Male		
Female		
Total		

Racial Distribution

Please indicate the race and ethnicity of participants.

Please note that Hispanic is an Ethnicity NOT a Race.

Ethnicity

Racial Groups	Hispanic	Non-Hispanic
(1) White Only:		
(2) Black or African American Only:		
(3) American Indian or Alaska Native Only:		
(4) Asian Only:		
(5) Native Hawaiian/Other Pacific Islander Only:		
(6) Combination (Multi-Racial)		
Sub-Total		
Total		

Residence Distribution

Where do the participants live?	
Farm	_____
Rural (under 10,000):	_____
Town (10,000 - 50,000):	_____
Suburb of Cities (less than 50,000):	_____
Central Cities (Greater than 50,000):	_____
Total	_____

Grade Distribution

Grade Level			
Grade	Number of Participants	Grade	Number of Participants
K	_____	8	_____
1	_____	9	_____
2	_____	10	_____
3	_____	11	_____
4	_____	12	_____
5	_____	Post High School	_____
6	_____	Not in School	_____
7	_____	Special Education	_____
Sub-Total		_____	
Total		_____	

Step 3 (Volunteer Distribution)

NEW Volunteers Only	Adult Volunteers		Youth Volunteers	
	Ethnicity		Ethnicity	
Racial Groups	Hispanic	Non-Hispanic	Hispanic	Non-Hispanic
(1) White Only:				
(2) Black or African American Only:				
(3) American Indian or Alaska Native Only:				
(4) Asian Only:				
(5) Native Hawaiian/Other Pacific Islander Only:				
(6) Combination (Multi-Racial)				
Sub-Total				
Total				

Adult Classification Distribution

Classification of ADULT Volunteers	Male	Female
Direct		
Indirect		
Sub-Total		
Total		

