

Green County 4-H COMMITTEE BEST PRACTICES CHECKLIST

NOTE: All referenced forms can be found in the 4-H Committee Forms & Information section and 4-H Financial Forms section of the 4-H Forms webpage: <http://green.uwex.edu/4-h-youth-development/4-h-forms/>.

BEFORE ANY MEETING

- Arrange for a meeting time and location. Do consider availability and travel distance for all members, including the youth. Be sure the location is handicap accessible.
 - If you wish to use the Justice Center or the Fairgrounds, please contact UWEX for availability.
- Provide ample notice of committee meetings.
 - Email or call committee members. If someone doesn't have email, buddy them up with someone that does to keep them informed.
 - Notify the UW-Extension Office of committee meetings, so that meetings can be listed on the Green County 4-H Calendar: <http://green.uwex.edu/4-h-youth-development/calendar-news/> and project website.
- Develop a well-defined agenda, with input from the adult and youth committee members.
 - Be clear on the purpose of meeting. Meetings should be held when there is business to discuss.
 - Note which items are discussion points, which need action, etc.
 - Send agenda out with meeting reminder 1 week prior to the meeting.
- Efforts should be made to make sure committee members have done their pre-meeting homework.

DURING MEETINGS

- Effectively and respectfully use committee members' time.
 - Review the agenda and keep discussion focus on the agenda and the purpose of the meeting.
 - Begin and end meetings on time; do not exceed 60-90 minutes.
- Secretary should keep minutes and record all motions/decisions and who is responsible for which action steps (see sample "Committee Minutes form" in [pdf](#) or [Word](#) format)
 - Submit a copy of minutes to the UWEX office within 1-2 weeks after the meeting (to be posted online) and to all current committee members.
 - Any motions that are proposed policy must come before the 4-H Leaders Association and 4-H Youth Development Educator for approval.
- Set and work towards reasonable goals that can be accomplished in a given year or two.
- Assign and record responsibilities to be carried out in between now and the next meeting.
- Identify items to carry over to the next meeting's agenda and set next meeting date, time and location.

ADDITIONAL EXPECTATIONS

- Actively and routinely seek new committee members in order to support a vibrant and diverse committee.
 - Committees should make every effort to have multiple clubs represented within the committee, and no one club should make up a majority of the committee members.
 - Committee should make every effort to have a mixture of both youth and adults on the committee.
- Annually elect officers/key contacts to insure that our committees are inclusive, transparent, and evolving.
 - Suggested to have a chairperson(s), secretary, and treasurer/financial secretary.
 - Submit the "[Annual County Committee Information Form](#)" to UWEX within 1 month
- Contribute to the overall educational programming of the Green County 4-H program, by:
 - Plan and carry out 2-4 educational programs and events per year.
 - Promote educational resources and opportunities (i.e. Project literature, Regional/State Events)
 - Make requests for leader training.

- Planning fundraising activities when necessary.
- Submit suggested Fair Book changes to the 4-H Youth Development Educator by December 1st.

—— Maintain frequent and clear communication with 4-H participants, 4-H Adult Leaders and UW-Extension.

- Regularly participate in monthly 4-H Adult Leaders Association meetings, which are typically held on the 1st Monday of each month. These meetings can be a good opportunity to promote upcoming opportunities, request approval for fundraising or special funding, and contribute to discussion and decisions about 4-H policies that affect members, leaders and groups.
- Utilize the bi-monthly 4-H Newsletter as a primary communication tool for promoting upcoming meetings and events. Deadlines are the 15th of Feb., Apr., Jun., Aug., Oct., and Dec.
- Utilize 4HOnline to get up-to-date member contact lists and to email project members. You'll need to annually request county project leader access by contacting the UW-Extension office.
- Annually or semi-annually review related county 4-H webpages, and submit updates to UWEX.
- Submit posts to and "Like" the [Green County 4-H UW-Extension Facebook](#) page.

—— Properly handle 4-H funds for the purpose of supporting and furthering educational programming for youth, including complying with 4-H Best Practices and guidelines outlined in [4-H Money Basics](#).

- Maintain detailed financial records of all Committee associated funds, as well as documentation of all 4-H funds received and disbursed. Monthly compare and reconcile committee records with those records kept by the 4-H Adult Leaders' Treasurer: greencounty4htreasurer@gmail.com.
- Be familiar and comply with [Green County 4-H Committees Income & Expense Procedures and Best Practices](#).
- **Income** received by the committee needs to be promptly submitted to the UW-Extension office, whether in the form of dues, fundraising or donations. Incoming funds need to be accompanied by adequate documentation of how the funds were generated, including an "[Income Receipt form](#)".
- **Expenses** of the committee also need to be submitted to the UW-Extension office within one month of the event or expense, being mindful that the 4-H Fiscal Year ends June 30th. Expenses must be submitted with (1) an "[Expense Reimbursement Form](#)", (2) a receipt for the expense, and (3) signature of approval by the Committee Chair or Treasurer. Note: 4-H does NOT reimburse for sales tax.
- **Fundraising** by the committee needs to be pre-approved by the 4-H staff and the 4-H Adult Leaders Association, by submitting a "[Fundraiser Request Form](#)." It is the responsibility of the committee to make sure that all efforts to raise funds in the name of 4-H are done within the purpose and guidelines on the [4-H Fund Raising Fact Sheet](#).
- **Donation solicitation** by the committee needs to be pre-approved by the 4-H staff and the 4-H Adult Leaders Association, by submitting a "[Donation Solicitation Request Form](#)." It is the responsibility of the committee to keep track of all businesses and individuals approached in solicitation, and to provide written thank yous following 4-H policy on [Acknowledging Charitable Donations](#).
- **Annual Budget Requests** should be submitted by non-self-funded committees (i.e. Ambassadors, Awards & Recognition, Cloverbuds) as part of the 4-H Adult Leaders' annual budgeting process for a July 1st – June 30th fiscal year. This is done by a "[Request for Budget Information Form](#)", due May 1st. Self-funded committees are also strongly encouraged to annually create and approve a Committee Budget, for purposes of sound planning and to expedite the expense reimbursement process. A copy of the budget should be shared with 4-H staff.
- **Special Funding Request** can be submitted to the 4-H Adult Leaders at any time during the year, via a "[Request for Special Funding form](#)."
- **Capital Equipment & Gifts over \$500** must have approval of 4-H staff: "[Considering Expenditures Over \\$500](#)"
- **Inventory** of all committee supplies and equipment purchased with 4-H funds needs to be annually submitted to UWEX by October 1st.

—— Evaluate the work of your committee. Ask questions. Examples include...

- a. Did we include life skills? What life skills did we accomplish in the educational workshop?
- b. Are we being open and inclusive? How can we be even more responsive to new needs and ideas?
- c. How are we engaging youth in meaningful leadership on the committee and through programs?

—— Be a role model for youth who serve on the committee. Follow procedures in making motions, demonstrate reasonable conflict resolution skills, etc. WE should MODEL what type of citizens we want our youth to be!