

## Georgia 4-H Charter Document Checklist

*The following documents should be on file at the Extension office in order for the club charter to be in good standing.*

- Screening Requirement paperwork for Club Leader(s) including but not limited to:
  - [Volunteer Agreement](#) (front/back)
  - [Application](#) (front/back)
  - 2 References Checked
  - HR approval
  - [Georgia 4-H: Working with Youth..Managing Risk](#) (passing score is 100)
- [Enrollment Card](#) and [4-H Code of Conduct Form](#) for each 4-H'er
- Action Plan (Optional [template](#)): may be calendar, plan of work or some document that indicates:
  - Essential Elements met (opportunities for Mastery, Independence, Generosity & Belonging)
  - Youth have leadership roles (officers not required but evidence of leadership roles)
  - Evidence of varied learning experiences
- Budget showing projected income and expenses for the year. (Optional [Template](#))
- Audit or report of clubs earnings and expenses from the past year (from Extension office) for renewals
- Financial Report for existing chartered clubs taken from Extension office QuickBooks system.

*The following documents should be provided to the 4-H Club Leaders*

- Any policies or procedures relative to the county program including applicable UGA Extension policies. This should include the USDA 4-H Name and Emblem Use, Risk Management Policies, 4-H Activities & Awards Guidebook, event specific information and county operating policies.
- [USDA 4-H Name and Emblem Use](#)

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