

THE FOLLOWING DOCUMENTS SHOULD BE ON FILE AT THE EXTENSION OFFICE IN ORDER FOR THE CLUB CHARTER TO BE IN GOOD STANDING:

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

THE FOLLOWING DOCUMENTS SHOULD BE PROVIDED TO THE 4-H CLUB LEADERS:

1. 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.
2. [USDA 4-H Name and Emblem Use](#)

