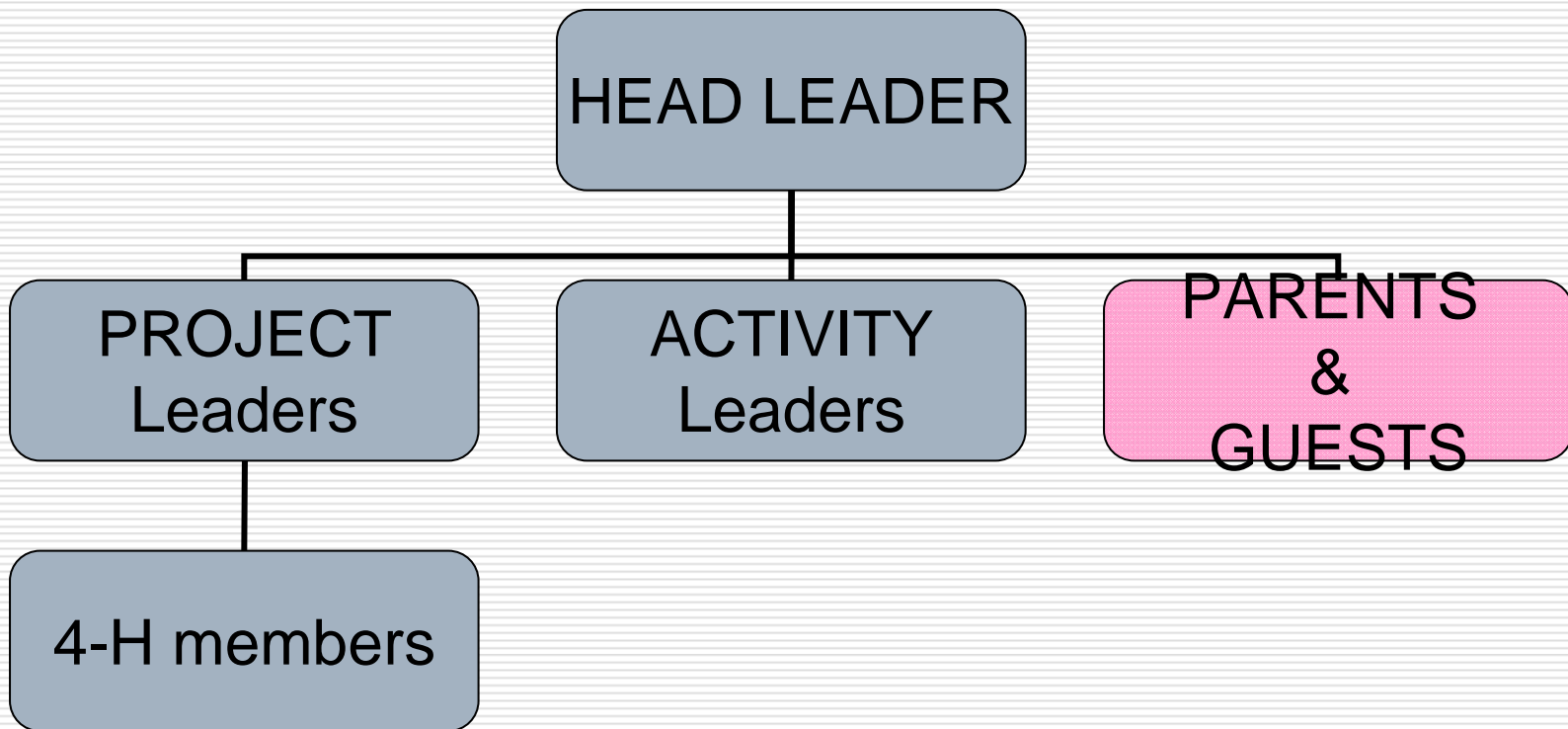


# So You're IN CHAR\$E

4-H Volunteers As Head Leaders

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# 4 MAJOR Expectations

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1. Establish a safe & positive learning environment
  2. Develop a Communication System
  3. Reach out to all
  4. Legally manage money & equipment
-

# SAFETY MATTERS MOST

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- Track member health & permission to release
  - Keep ready emergency contacts
  - Actively manage "outsiders"
  - Take out insurance coverage
  - Insure activities are directed on 4-H time - with a start and an end time
-

# KEEP CHILDREN SAFE

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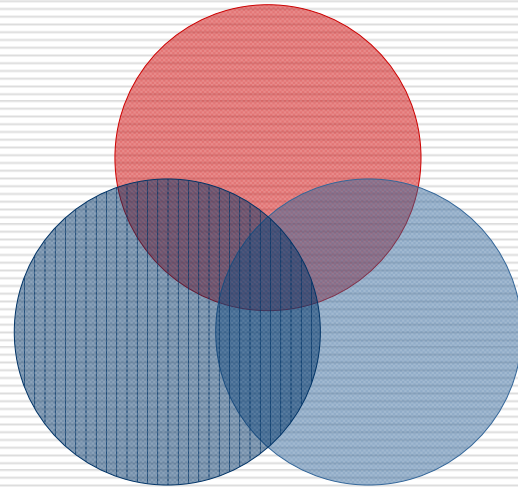


1. Secure the facility
  2. Develop "safe place" rules
  3. Stop unsafe behavior
  4. Screen all adults
  5. Supervise all activity
  6. Receive & release all members
-

# INSURANCE MATTERS

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- Accident insurance
- Liability insurance
- NOT Property insurance!



# COMMUNICATE

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- ❑ Be organized - update parents
  - ❑ Anticipate Questions/concerns
  - ❑ Link parents to resources
  - ❑ Ask parents to help specifically
  - ❑ Initiate and model positive talking
  - ❑ Identify conflict early & directly intervene
  - ❑ Zero tolerance for triangulation
-

# ZERO TOLERANCE

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- Put-downs/bullying
  - Fits of angry language/behavior
  - Prejudiced language
  - Rough house play
  - Foul language
  - Smoking, drinking, or substance use
  - Suspected physical or emotional abuse
-

# Your Character Counts!

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You are hired to model & reward:

- Trustworthy
  - Respectful
  - Responsible
  - Fair
  - Caring
  - Citizen
-

# Be principal in club's "ed menu"

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- ❑ Assure your volunteers are trained
  - ❑ Engage every leader in specific leadership role (project, activity, resource leader)
  - ❑ Plan organized & vibrant activity
  - ❑ Center education around child's needs
  - ❑ Reward, celebrate, & recognize each child
-

# Reach Out

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- ❑ Accommodate family requests to maximum extent
  - ❑ Fliers & news releases – use language which invites + contact number
  - ❑ Include all families - regardless!
  - ❑ Do not endorse nor promote products, breeds, businesses, political activity
-

# IMAGE

- ❑ Serve the town well
- ❑ Thank profusely
- ❑ Do it with Pride!



# MONEY

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Absolutely maintain a continuous ledger

■ AD-Automatic Deposit ■ AP-Automatic Payment ■ ATM-Teller Machine ■ DC-Debit Card ■ T-Tax Deductible ■ TT-Telephone Transfer

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓	FEE	DEPOSIT AMOUNT	\$ BALANCE
			\$			\$	

Never write a check to yourself

Cash - only for change

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# MANAGE THE MONEY

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- Money in a bank account
  - Checks only –No ATM -No debit –No Credit cards – No cash transactions!
  - Minutes of group must authorize expenditures
  - Expenses must relate to education
-

# MAKE SURE THE TREASURER

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- Attaches receipts for every expense
  - Coached by a trained volunteer – not a parent
  - Is elected outside home of head leader
  - Is a youth with secure address
  - Reconciles bank statements for report at each meeting
-

# EQUIPMENT is an ASSET

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- Keep a permanent list of club-owned equipment
  - Manage storage & use
  - Annually submit with treasury audit
-

# RAFFLES ARE GAMBLING

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- Only licensed groups can allow youth to sell tickets
  - Youth can not purchase a ticket .
  - Apply for license from Washington State Gambling Commission
  - Allow 60 days lead time
  - Appoint certified 4-H volunteer as chairman
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# NO AUDIT – NO ENROLL!!

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- ❑ Turn in records Nov 1 for audit
  
  - ❑ Club's privilege to use the 4-H name and emblem and to garner income & expenses:
    - √ rechartered annually
    - √ rebuked at any point
  
  - ❑ WSU Extension acting in the interest of USDA and may freeze assets & disband club
  
  - ❑ IRS may tax unauthorized club income
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# The IRS looks for

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- 4-H members' earnings >\$600
  - Encourage these members to file a report to the IRS



## ALSO

- Annual report of cash flow through group treasury
  - Report in February – form 990N
  - 4-H Council Auditor can help you
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# EACH 4-H CLUB

## Report to the IRS

