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# 4-H CLUB AGREEMENT

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**As a Community Leader (s), I (we) agree to the following:**

- Hold enrollment and register club members and leaders by October 16, 2009 and promptly register any additional youth and adults who join after that date.
- If limiting club enrollment, have a letter on file stating reason before accepting any enrollments for the year. Maintain a waiting list to fill spaces as they become available and utilize this list when enrollment opens in September.
- Submit all Facility Use Agreements and grant applications to the UCCE office for review and approval.
- Submit a current copy of the club by-laws, club profile, club proposed budget and club information sheet to be kept on file at the UCCE office by October 16, 2009.
- Submit a completed Community Outreach Report/Affirmative Action Report by October 16, 2009.
- At mid-year submit to the UCCE office the club peer review audit form (by February 10, 2010).
- At years end submit to the UCCE office a completed club treasurer book and secretary's book (by July 14, 2010.)
- Keep all parents, members, and leaders informed of the club program plans, distribute copies of the by-laws to them annually, and inform them of current information regarding the county 4-H program.
- Attend or provide club representation at all Leaders Council meetings and support the activities promoted by Leaders Council. Submit to the Area Representative a written report of club activities before the Leaders Council meeting.
- Sign up to provide refreshments for a Leaders Council meeting.
- Make every effort to see that the club is represented at county-wide events and trainings.
- Support the assigned area event by participating in planning, providing committee members, judges, chairpersons, etc.
- Call upon parents to help with club activities, transportation, phone calls, council committees, and other tasks where support and assistance will benefit the club.
- Keep in contact with project leaders by personal visit, club newsletters, telephone, encouraging attendance at county trainings, orientation, etc.
- Submit club contribution funds by council deadline dates.
- Complete the annual year-end information and awards packet and submit to the UCCE office by August 11, 2010.

**In return, I (we) will receive the following support and assistance:**

- Leaders Council meetings where a short program and business meeting are offered to all registered members and leaders of the county program.
- Audio visual material and equipment will be available for use on a reservation, deposit and check out basis.
- Annual county-wide educational activities i.e., Presentation Day, Project Skills Day, Harvest Fair and Achievement Night are offered for all members.
- Project literature available in the UCCE office library for review by leaders, parents and members on an appointment basis.
- Monthly county-wide newsletter listing events, deadlines, and information relevant to ongoing club planning (on the Internet at <http://cesolano.ucdavis.edu>).
- Help in the form of consultations, club visits, and trainings are available from the county 4-H staff.

Club Name: \_\_\_\_\_

_____	_____
<i>(Leader)</i>	<i>(Date)</i>
_____	_____
<i>(Leader)</i>	<i>(Date)</i>
_____	_____
<i>(Leader)</i>	<i>(Date)</i>
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<i>(Leader)</i>	<i>(Date)</i>
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<i>(Leader)</i>	<i>(Date)</i>