

# GLOUCESTER COUNTY 4-H YOUTH DEVELOPMENT



**RCE of Gloucester County  
4-H Youth Development Program  
Shady Lane Complex  
254 County House Rd  
Clarksboro, NJ 08020**



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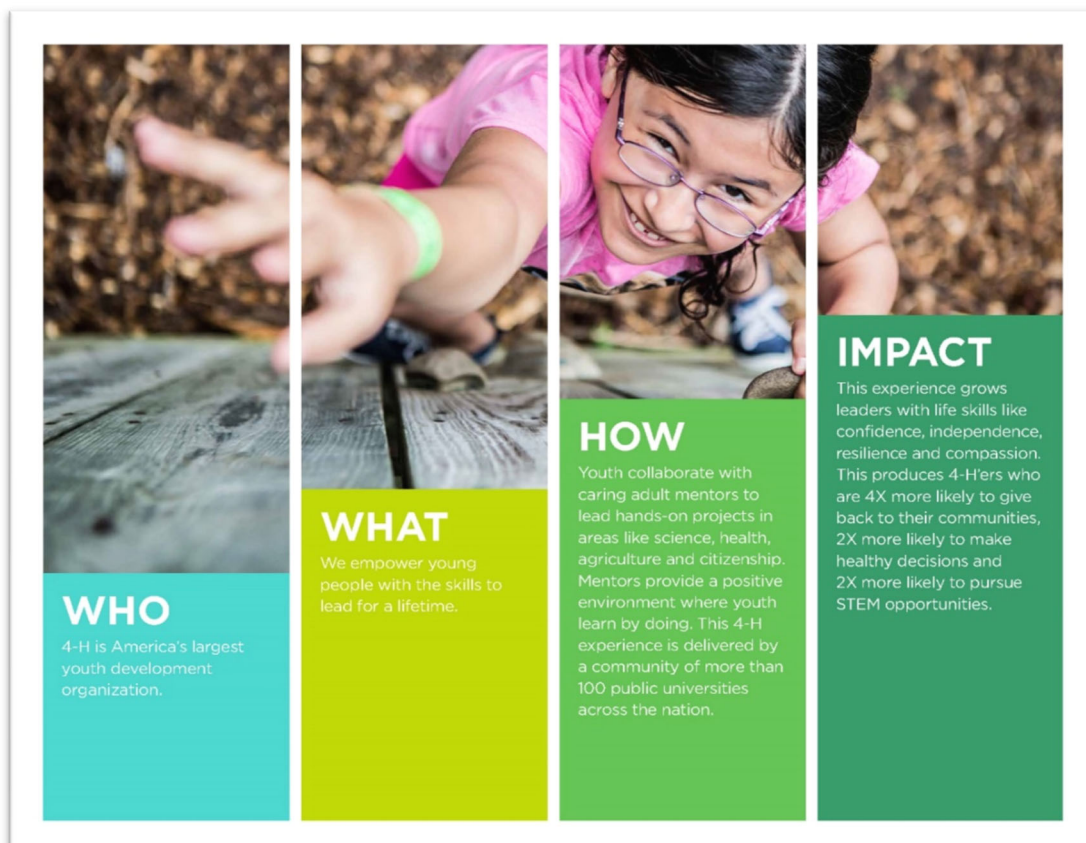
# NJ STATE 4-H MEMBER IN GOOD STANDING

## Deadline for Enrollment:

In addition to individual state and national event rules and regulations, youth must be enrolled as a registered 4-H member by **January 1** of the current year to enter in any New Jersey state or national 4-H competitive event – including the selection process for National 4-H Conference, National 4-H Congress and Citizenship Washington Focus.

## Criteria:

- ✿ Must maintain an up-to-date 4-H record book and submit it to the county or state as required for a specific 4-H event (**Mastery**)
- ✿ Attend a minimum of 70% of 4-H club meetings (**Belonging**)
- ✿ Participate in a public presentation at the club level or higher (**Independence**)
- ✿ Participate in a 4-H sponsored community service project at the club, county, regional, or state level (**Generosity**)



The infographic is a vertical strip divided into four colored sections: teal, yellow-green, light green, and dark green. Each section features a photograph of a young person engaged in a hands-on activity, such as planting or working with soil. The text in each section describes a different aspect of the 4-H experience.

WHO	WHAT	HOW	IMPACT
4-H is America's largest youth development organization.	We empower young people with the skills to lead for a lifetime.	Youth collaborate with caring adult mentors to lead hands-on projects in areas like science, health, agriculture and citizenship. Mentors provide a positive environment where youth learn by doing. This 4-H experience is delivered by a community of more than 100 public universities across the nation.	This experience grows leaders with life skills like confidence, independence, resilience and compassion. This produces 4-H'ers who are 4X more likely to give back to their communities, 2X more likely to make healthy decisions and 2X more likely to pursue STEM opportunities.



# NEW JERSEY 4-H CODE OF CONDUCT

The primary purpose of the New Jersey 4-H Code of Conduct is to ensure the safety and well-being of all participants at 4-H sponsored events and activities. It applies to all participants, with participants defined as 4-H members, their parents/guardians, and volunteers.

As a participant in the 4-H program, I will:

- Conduct myself in a courteous manner and treat members, parents, 4-H volunteers, Extension staff, judges and others with respect. Appropriate language and behavior are expected at all times.
- Respect and adhere to the rules and guidelines of the 4-H program including all those specific to a 4-H event or activity.
- Uphold an individual's right to dignity by supporting an environment of inclusion which welcomes involvement of participants from all backgrounds.
- Accept supervision and support from county and state 4-H staff while participating in the 4-H program. This includes acceptance of supervision and support from appointed 4-H volunteers coordinating 4-H events and activities.
- Obey local, state and federal laws.

All aspects of the 4-H Code of Conduct and Discipline Policy apply to your social media presence involving 4-H.

Participants who fail to adhere to the New Jersey 4-H Code of Conduct are subject to a range of disciplinary actions. Such actions will be taken in compliance with the New Jersey 4-H Discipline Policy and Procedure. When appropriate, immediate corrective action will be taken at the 4-H event to ensure the safety and welfare of all participants.

I understand if I fail to adhere to the above Code of Conduct, I will be subject to disciplinary action and potentially prohibited from attending and participating in the New Jersey 4-H Youth Development program.

Policy Adopted: January 2013, rev. September 2015

## **BILL OF RIGHTS FOR YOUNG PEOPLE IN 4-H COMPETITIVE EVENTS**



**Young people participating in 4-H competitive events have a:**

- Right to decide if they will participate.
- Right to participate at a level commensurate with their maturity and ability.
- Right to appropriate preparation before participating in 4-H competitive experiences.
- Right to have appropriate guidance by parents, qualified 4-H volunteers, and professional staff.
- Right to have informative feedback.
- Right to compete as a young person and not as an adult.
- Right to share in the leadership and decision making for the competitive learning experiences.
- Right to compete in a safe and healthy environment.
- Right to equal opportunity to strive for success.
- Right to be treated with dignity.
- Right to have FUN competing in 4-H.

# 4-H PHILOSOPHY

**The 4-H Philosophy:** 4-H is a means of providing youth with the knowledge, attitudes, and skills they need to become competent, caring and contributing citizens of the world. The program uses a variety of projects as the vehicle for teaching life skills such as record keeping, public speaking, responsibility, citizenship and self- confidence. The 4-H program is designed to enhance 4-H members' learning skills, strengthen and use their decision-making skills, build self-confidence and a positive self-concept, communicate and relate to other people, and respond to the needs of others and the community.

The main goal of the 4-H program is to develop "Blue Ribbon Kids" not "Blue Ribbon Projects." In other words, the growth and development of youth is the measure of success for the 4-H program, rather than the type and quality of ribbons won by the 4-H member. This leads to the 4-H philosophy for recognizing youth for their accomplishments.



**Recognition in the 4-H Program:** Various methods of recognition are used for different age groups and activities. The national policy on recognizing is a comprehensive recognition program that can motivate 4-H'ers through both traditional and new ways by recognizing members for:

- ✿ Participation in Educational Experiences
- ✿ Progress toward Individual and Group Goals
- ✿ Achievement of Standards of Excellence
- ✿ Results from Peer Competition
- ✿ For Cooperation

# ENROLLING IN GLOUCESTER COUNTY 4-H

Each year, new and returning 4-H members and leaders are required to enroll in the program. New Jersey 4-H utilizes an online enrollment system, 4HOnline Version 2, for current and new 4-H leaders, volunteers, and members.

**To begin, go to <http://v2.4honline.com>**

You should be able to login with your current information (username: email and password.)

When you first login, you will be on the **Member List** page for your family. You will see all of the members from your family who were enrolled in 4-H last year. If you click the View button, you can edit/update Profile or Contact information for the member.

**Re-Enrollment / Enrollment:** Clicking the **Enroll Now** link will launch a wizard window asking you to enter the member's school grade. The next window will confirm the member wants to enroll in 4-H.

## Selecting Clubs

In this section you will select 4-H clubs. ***Click Select Units to begin.***

- ✿ Do not select clubs without contacting the club's leader first.
- ✿ The club will be added to your record.
- ✿ The first club selected is the member's Primary club.
- ✿ Members may select additional clubs by clicking the Select Units button again.
- ✿ When you have selected all your clubs, ***Click Next.***



## Assigning Project Areas

In this section you will link each club to a project. ***Click the Select Projects button.***

- ✿ To add the project listed at the bottom the screen to the club at the top
- ✿ ***Click Add.***

The system will walk you through the remaining sections (**Questions/Health/Consents**). The **Confirmation** page is your final step. Here you will review the club and project information for accuracy & ***Click Submit*** when done.

***Congratulations! You will receive an email confirming your submission and another when you are officially enrolled.***

\* For adults interested in becoming registered 4-H leaders, they must first contact the county 4-H office to complete the appointment process, which includes mandatory training and compliance with the Rutgers University Minors Protection Policy.



# COUNTY 4-H EVENTS AND OPPORTUNITIES

In addition to the monthly meetings set by club leaders (according to their club by-laws), the 4-H program offers many additional events and activities. The following is a list of these opportunities which are open to all 4-H members, no matter what project they are enrolled in:

- ✿ **Record Keeping Workshop:** This workshop is designed to help 4-H members learn the key elements judges look for as they record their activities, participation, and project work in their record books throughout the year. This event is generally held in the fall.
- ✿ **Club Officer Training:** This training is designed to provide 4-H members the information and tools needed to successfully conduct club meetings and understand the duties involved with being a club officer. This event is generally held in the fall.
- ✿ **Public Presentations Workshop:** Scared of public presentations? This workshop is designed to help 4-H members prepare to give a presentation. The workshop is usually held late January/early February.
- ✿ **County Public Presentations:** 4-H and Cloverbud members give public presentations to a small audience, including two judges. Judges have the option to give comments and suggestions to a 4-H member after their presentation. 4-H members who are in the eighth grade or older and receive an excellent rating are eligible to compete in the State 4-H Public Presentations Contest which is held in June at Rutgers University. County 4-H Public Presentations are held in February/March time frame.
- ✿ **4-H Camp:** Pack your bags and head for the hills. 4-H camp is an exciting week for young people in grades 3-9. 4-H'ers have the opportunity to attend camp with several host counties throughout the state. Camp is located at the L.G. Cook 4-H Camp in Sussex County.
- ✿ **Gloucester County 4-H Fair:** The fair is one of the highlights of the 4-H program. Club members display their projects. 4-H members with animal projects participate in shows. Clubs are welcome to reserve space to put up an exhibit in the 4-H Exhibit Barn. The fair runs Thursday through Sunday, the last full weekend in July.
- ✿ **Mandatory Fairgrounds Clean-up Days:** Each year, 4-H clubs are asked to participate in at least (1) cleanup day at 4-H Fairgrounds in Mullica Hill. Dates are announced by the Gloucester County 4-H Fair Association annually and/or can be scheduled as a club through the 4-H office.

# OPPORTUNITIES FOR OLDER 4-H MEMBERS

- ✿ **South Jersey Teen Conference:** Teens from 10 South Jersey counties join for a conference which is centered on one of the themes that are on a four year rotation. The themes are leadership, peer plus, election campaign and miscellaneous. The conference is held Friday-Sunday the first or second weekend in March at a hotel in one of the Southern counties.
- ✿ **Winter Camp:** Cold weather fun activities at 4-H camp. The camp is Friday-Sunday in January or February.
- ✿ **Discover the Leader in You:** The conference is for 4-H members in grades 6-8. While attending the conference held in south Jersey, middle school youth will have fun, meet new friends, and develop leadership and personal development skills that they can utilize at home, in school, in their 4-H club, and in their community.
- ✿ **Leadership Washington Focus:** The program provides an opportunity for youth to listen to motivational speakers and participate in workshops that will develop communication skills, increase leadership capacity and build lifetime skills. Generally LWF is held in July at the National 4-H Center outside of Washington D.C. Gloucester County 4-H'ers are selected to attend through an application process. Participants must be in grades 6-8.
- ✿ **Citizenship Washington Focus:** The nation's capital becomes a "living classroom" for this innovative approach to citizenship education. Generally CWF is held in July at the National 4-H Center outside of Washington D.C. Two Gloucester County 4-H'ers are selected through an application process. Participants must be in grades 9-12.
- ✿ **National 4-H Congress:** One outstanding 4-H'er is selected from each county to represent New Jersey. Participants must be in grades 10-12. Members must fill out an application and be interviewed. The event is held in Atlanta, Georgia and is usually held at the end of November or early December.
- ✿ **National 4-H Conference:** Outstanding 4-H'ers from across the U.S. are gathered together to develop programming for 4-H. The Conference is a weeklong and takes place in April at the National 4-H Center. Participants must be in grades 10-12. Members must fill out an application and be interviewed. New Jersey selects six participants.
- ✿ **Scholarships:** There are various scholarship opportunities available to Gloucester County 4-H members. Notifications are sent out by the 4-H office via email.

# GUIDELINES FOR 4-H CLUB FLYERS, SHOW CATALOGS, AND 4-H APPAREL

When 4-H Club members and leaders are interested in conducting a club event or show, they are encouraged to use their creativity when creating flyers and show catalogs to promote the event.

**Flyers and Show Catalogs** must follow specific guidelines and contain specific wording required by Rutgers University. All flyers and show catalogs should be submitted to the 4-H office one month prior to the event for approval and distribution.

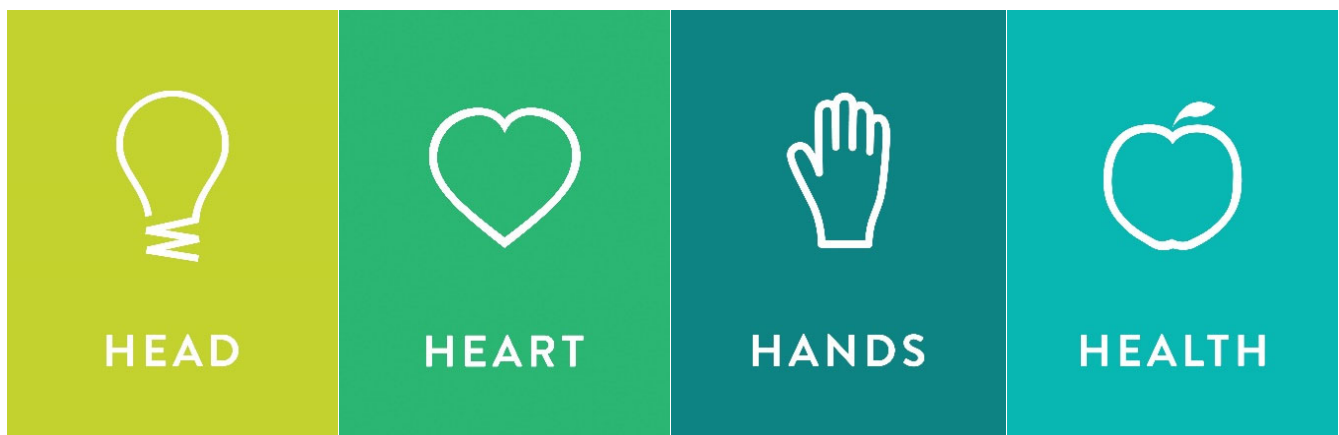
**4-H Club Apparel** must follow specific guidelines when printing/using the 4-H clover. This is required by NJ State 4-H in order to ensure it meets the federal regulations. Vendors must be approved by the NJ State 4-H office through an application process in order to reproduce apparel that includes the 4-H Clover. For the most up-to-date list of approved vendors contact the 4-H office at 856-224-8040 x3.

## GUIDELINES FOR 4-H CLUB FORMS

The following guidelines and overview of 4-H forms is designed to assist 4-H club leaders with information about the 4-H club forms, including those that are required to be submitted annually in order to maintain their club charter. The information contained herein is a guide and specific dates change each year.

## THE 4-H YEAR

The 4-H Year begins on September 1 and is completed on August 31. Club forms are due throughout the year, so it is important to keep the dates of the 4-H year in mind.



# OVERVIEW OF 4-H FORMS

4-H Club Leaders are responsible for submitting the following paperwork to the 4-H office on an annual basis:

- ✿ 4-H Club Officer List (November)
- ✿ 4-H Club Treasury Audit Form for Club Bank Accounts (August)
- ✿ 4-H Club Annual Financial Plan (December)
- ✿ 4-H Club Roster Review (December)

There are also additional forms due to the County 4-H Office prior to conducting an event:

- ✿ 4-H Fundraising Proposals
- ✿ 4-H Flyers and Show Catalogs for approval

*Note: The IRS requires nonprofit organizations, such as 4-H clubs, to e-file annually in November. The Gloucester County 4-H office will submit the required e-filing on your clubs behalf as long as the appropriate Club Treasury Audit Form is submitted.*

## ❖ 4-H Club Officer List

4-H Club officers should be elected in September or October for the new 4-H year. The election may be held by a show of hands or by secret ballot. Refer to the NJ 4-H Factsheet “4-H Club Officers Make the Meeting” for information on the election format.

Cloverbud 4-H members may not hold a regular office in a 4-H club. Cloverbud 4-H clubs that do not have 4-H members in grades 4 and up may alternate officer duties so that younger members gain experience.

Elected offices should include:

- ✿ President
- ✿ Vice President
- ✿ Secretary
- ✿ Treasurer
- ✿ Historian/Reporter
- ✿ Health Officer
- ✿ Club Photographer



Club leaders may decide to include additional officers depending on the nature of the club/project area.



## ❖ 4-H Club Annual Financial Plan

The 4-H Club Financial Plan should be submitted by May 1 and include a plan of income and expenses for the club for the current 4-H year. The list should include any fundraisers, membership dues, or other income that is expected, as well as expected expenses. The Club Financial Plan is an estimate and should serve as a guide for the year. It is also an excellent planning tool for youth to learn about budgeting.

## ❖ 4-H Club Treasury Review

The 4-H Club Treasury Audit form is due November 1. The audit needs to be completed by someone outside of the club who has financial experience and can assess the club's financial records. Club leader(s) are responsible for maintaining accurate financial records, including bank statements, receipts for purchases, and income. The club leader and club treasurer also sign the audit to verify its accuracy.

## ❖ 4-H Club Roster Review

The 4-H Club Roster is sent to all club leaders in December to verify all members attending meetings are listed in the county 4-H membership database as active members of the club. The club leader should confirm or correct the club roster with the office as needed.

*\* Any members that join or are re-enrolled after January 1 are not eligible to participate in certain state 4-H events. (I.e. State 4-H Horse Show).*

## ❖ 4-H Fundraising Proposal & Worksheet

Any time 4-H club members wish to conduct a fundraiser, the 4-H Fundraising Proposal and Worksheet must be submitted to the County 4-H Office by the club leader. This form should be submitted at least one month prior to the proposed fundraiser and includes the purpose of the fundraiser and how the funds will be utilized. The County 4-H Office can also assist by promoting and publicizing club fundraisers and with creating a promotional flyer.

## ❖ 4-H Youth Permission / Adult Release Forms

The NJ 4-H Event Permission Form for Youth and the NJ 4-H Release/Agreement Form for Adults must be completed by all participants any time a club holds an event outside of normal club meetings.

Club leaders should collect the forms at the start of the event, retain the forms in their files and then submit to the County 4-H Office. These permission forms should be held at the event during the show and then returned to the 4-H office after the event has concluded.

## APPENDIX

A sample of each of the below forms is included for your reference. Additional copies can be downloaded using the provided links, or requested through the 4-H office.

### 4-H Club Forms

4-H Club Officer List - <https://go.rutgers.edu/na96j9bs>

4-H Club Financial Plan - <https://go.rutgers.edu/hx6rhbq6>

4-H Club Treasury Annual Review Form - <https://go.rutgers.edu/fxmrr2bm>

4-H Club Fundraising Proposal and Worksheet - <https://go.rutgers.edu/t9u43xp>

NJ 4-H Event Permission Form for Youth - <https://go.rutgers.edu/qd6mqkoq>

NJ 4-H Release/Agreement Form for Adults - <https://go.rutgers.edu/ler4xvwj>

H  AD

HE  RT

H  NDS

HE  LTH



Rutgers Cooperative Extension  
Gloucester County 4-H Program  
Shady Lane Complex  
254 County House Rd  
Clarksboro, NJ 08020

## GLOUCESTER COUNTY 4-H CLUB OFFICER LIST

CLUB NAME:

DATE OFFICERS WERE ELECTED ON:

PRESIDENT:

VICE PRESIDENT:

SECRETARY:

TREASURER:

HEALTH OFFICER:

HISTORIAN (if applicable):

REPORTER (if applicable):

PHOTOGRAPHER (if applicable):

*Cooperating Agencies:* Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.





New Jersey  
**4-H CLUB TREASURY ANNUAL FINANCIAL PLAN**

Name of 4-H Club: \_\_\_\_\_ Year: \_\_\_\_\_

*ALL 4-H clubs with treasuries should complete and submit this form to the county 4-H office by MAY 1<sup>st</sup> each year. The club Treasurer should keep a copy.*

**STATUS OF TREASURY:**

Account Information:      ☐ Checking Account      ☐ Savings Account

EIN #: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

List Names of Required Signers:

1. \_\_\_\_\_
2. \_\_\_\_\_

Balance on Hand: \$ \_\_\_\_\_ as of (date) \_\_\_\_\_

**PLANNED INCOME:**

Item (be specific: dues, type of fundraisers, etc.)	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Anticipated Income.....	\$ _____

**PLANNED EXPENSES—Plans for use of funds:**

Item (be specific, such as educational materials, equipment, educational field trips, speakers, shows, supplies/fees of county or state events, community service, other)

	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Anticipated Expenses.....	\$ _____



New Jersey  
**4-H CLUB TREASURY ANNUAL FINANCIAL PLAN**



FINANCIAL PLAN SUMMARY:

AMOUNT

Starting Balance.....	\$ _____
Total Anticipated Income.....(add)	\$ _____
Total Anticipated Expenses.....(subtract)	\$ _____
Proposed End of the Year Balance.....	\$ _____

Approved by Club \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of Club)

Treasurer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Leader's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Should your club have any questions, please contact the 4-H Office.*

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

*Cooperating Agencies:* Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.



New Jersey  
**4-H CLUB TREASURY ANNUAL REVIEW**



*All 4-H club treasuries must be reviewed annually. This review is to be conducted by a committee made up of at least two (2) individuals **NOT** affiliated with your club. Should you need help finding someone to review your treasury report please contact the 4-H Office and help will be provided. Return this completed review form to the **Gloucester County 4-H Office NO LATER than November 1<sup>st</sup>**.*

(Please type or print this form neatly.)

4-H Club Name: \_\_\_\_\_ 4-H Year \_\_\_\_\_

Account Information:      ☐ Check Account      ☐ Savings Account

EIN #: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

List Names of Required Signers:

1. \_\_\_\_\_

2. \_\_\_\_\_

ANNUAL FINANCIAL REVIEW:

AMOUNT:

Balance on Hand at the Beginning of the Year..... \$ \_\_\_\_\_

Total Income for the Year..... \$ \_\_\_\_\_

Total Expenses for the Year..... \$ \_\_\_\_\_

Balance on Hand, at the end of the Year..... \$ \_\_\_\_\_

CHECKLIST FOR REVIEWER:

\_\_\_\_\_ Monthly Financial Reports are COMPLETED

\_\_\_\_\_ ALL Income is Properly Recorded

\_\_\_\_\_ ALL Expenses are Properly Recorded

\_\_\_\_\_ Bank Statements were Reviewed

\_\_\_\_\_ Bank Checkbook Ledger is Reconciled

List any expenses WITHOUT receipts and/or receipts that raise questions:

Date	Check #	Payee	Expense (List Item)	Reason/Concern



New Jersey  
**4-H CLUB TREASURY ANNUAL REVIEW**

ADDITIONAL COMMENTS:

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REVIEWER 1:

I \_\_\_\_\_ have examined the financial records of the above-named club and have found them to be:

\_\_\_\_\_ In Order

\_\_\_\_\_ In Order, but in need of better organization or record keeping

\_\_\_\_\_ NOT in Order

Suggestions for Improvement:

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REVIEWER 2:

I \_\_\_\_\_ have examined the financial records of the above-named club and have found them to be:

\_\_\_\_\_ In Order

\_\_\_\_\_ In Order, but in need of better organization or record keeping

\_\_\_\_\_ NOT in order

Suggestions for Improvement:

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Date Review was Conducted: \_\_\_\_\_

Reviewer 1's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Reviewer 2's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Club Treasurer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Leader's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\*Reminder: ALL 4-H Club Leaders must file the 990-N ePostcard or Form 990 with the IRS annually by November 15<sup>th</sup>. Contact the county 4-H Staff for assistance.\*\***

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

*Cooperating Agencies:* Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.





New Jersey  
**4-H FUNDRAISING WORKSHEET**



*Congratulations! Your club has decided to hold a fundraiser. Refer to 4-H Club Treasuries information sheet and the Guidelines for 4-H Club Fundraising information sheets for details. Use this worksheet to make sure you follow ALL important guidelines for holding a fundraiser.*

- ☐ We have thoroughly reviewed the Guidelines for 4-H Club Fundraising information sheet and have contacted our county 4-H Office with any questions.
- ☐ The goal of our fundraiser is to make money to pay for \_\_\_\_\_  
\_\_\_\_\_
- ☐ The amount of money we would like to raise is \$ \_\_\_\_\_
- ☐ The type of fundraiser we are going to have is \_\_\_\_\_
- ☐ The date of the fundraiser is \_\_\_\_\_
- ☐ We have completed the 4-H Club Fundraising Proposal and submitted it to the county 4-H Office.
- ☐ We are working as a team to plan and conduct this fundraiser, with guidance and help from volunteers, leaders, and/or parents.
- ☐ We have done some research to check out local, county, or state laws regarding our fundraiser and have obtained proper licenses or permits.
- ☐ We understand the importance of safety when fundraising. There will be NO door-to-door sales. A sufficient number of adults will be with the members during fundraising.
- ☐ We have rehearsed and "sales" speech needed for the fundraiser. We know our product!
- ☐ We plan to promote 4-H as part of the fundraiser.
- ☐ We will make sure that all funds raised are accounted for according to procedures outlines in the 4-H Club Treasuries information sheet.
- ☐ We have a plan to evaluate the results of the fundraiser and make suggestions for improvement next time.
- ☐ We will HAVE FUN while we conduct this fundraiser!

*Cooperating Agencies:* Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.



New Jersey  
**4-H CLUB FUNDRAISING PROPOSAL FORM**



*Submit this form to the county 4-H Office at least 2 weeks prior to the fundraising event. See the Guidelines for 4-H Fundraising for details. Use the 4-H Fundraising Worksheet to complete this form.*

4-H Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

**BRIEFLY DESCRIBE THE FUNDRAISER:**

Purpose (why are you raising funds):

---

---

---

What will you do to raise funds?:

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When will this fundraiser take place?:

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---

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Where is the fundraiser going to be?:

---

---

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What costs must the club cover to hold this fundraiser?:

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\_\_\_\_\_ We have completed the 4-H Fundraising Worksheet.

\_\_\_\_\_ We agree to follow ALL 4-H policies and guidelines for fundraising, as well as the 4-H Code of Conduct. We will also abide by and local regulations that pertain to fundraising, such as getting a license or permit.

Treasurer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Leader's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments:

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Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.



## New Jersey 4-H Event Permission Form for Youth



Both sides of this form must be completed by all youth participating in overnight activities, field trips, events requiring group transportation, and any other events sponsored through the 4-H Youth Development Program where it is deemed necessary by the event coordinator(s) (paid 4-H staff and/or registered 4-H volunteer) responsible for the youth participants. The form should be submitted prior to the event. The form has five parts: (1) information about the participant and activity, (2) parental permission and liability release, (3) medical emergency authorization and health information, and (4) code of conduct and (5) media policy. *Be sure to complete all five parts and sign where requested!*

### Information about the Youth Participant and Activity

Name of Youth participant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

4-H county: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of activity/event: \_\_\_\_\_

Name of 4-H group sponsoring or participating in this event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date and time of participation of individual named above: \_\_\_\_\_

### Parent Permission and Release of Liability

I hereby give my son/daughter named above permission to participate in the event listed. Although Rutgers Cooperative Extension and its event coordinator(s) will use the utmost precaution in guarding the health of the above participant and preventing accidents, I release them from any liability in case of illness or injury as a result of this activity. Furthermore, I release the owner and driver of the car transporting my child to and from the event, from any liability in case of illness or injury.

**Sign Here**

Signature of parent or guardian: \_\_\_\_\_

### Medical Emergency Authorization and Health Information

I authorize the event coordinator(s) to dispense the prescription drugs and/or over the counter medications listed below in accordance with the instructions provided on the label (prescription drugs) or below (over-the-counter medications). In case of sudden illness or an accident to the above named participant requiring immediate treatment or surgery while he/she is a participant in this activity, I authorize the 4-H chaperone(s) to take such action as seems appropriate to protect the health and physical well-being of the above participant. This authority extends to any physician(s) and/or surgeon(s) selected by the event coordinator(s) to perform medical and/or surgical procedures including examinations and tests necessary to preserve the health and physical well-being of the above named participant. All efforts will be made to contact the parent(s) or guardian(s) in case of emergency.

Name of parent/guardian	Phone number	Name of additional emergency contact	Phone number
The following information is provided as an aid to the event coordinator(s) in dealing with the well-being of the participant. The participant has the following health conditions: (include allergies, handicaps, diabetes, pregnancy, asthma, medications needed, etc.).			
Health conditions: _____			
Medications/Instructions: _____			
Health Insurance: Company Group# _____		ID# _____	

**Sign Here**

Signature of parent or guardian: \_\_\_\_\_

*Continued on other side*

## New Jersey 4-H Code of Conduct


The primary purpose of the New Jersey 4-H Code of Conduct is to ensure the safety and well-being of all participants at 4-H sponsored events and activities. It applies to all participants, with participants defined as 4-H members, their parents, and volunteers.

As a participant in the 4-H program, I will:

- **Conduct myself in a courteous manner and treat members, parents, 4-H volunteers, Extension staff, judges and others with respect. Appropriate language and behavior are expected at all times.**
- **Respect and adhere to the rules and guidelines of the 4-H program including all those specific to a 4-H event or activity.**
- **Uphold an individual's right to dignity by supporting an environment of inclusion which welcomes involvement of participants from all backgrounds.**
- **Accept supervision and support from county and state 4-H staff while participating in the 4-H program. This includes acceptance of supervision and support from appointed 4-H volunteers coordinating 4-H events and activities.**
- **Obey local, state and federal laws.**

Participants who fail to adhere to the New Jersey 4-H Code of Conduct are subject to a range of disciplinary actions. Such actions will be taken in compliance with the New Jersey 4-H Discipline Policy and Procedure. When appropriate, immediate corrective action will be taken at the 4-H event to ensure the safety and welfare of all participants.

I understand if I fail to adhere to the above Code of Conduct, I will be subject to disciplinary action and potentially prohibited from attending and participating in the New Jersey 4-H Youth Development program.

	_____	_____
	Signature of participant in event	Date
	_____	_____
	Signature of parent or guardian	Date

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## New Jersey 4-H Media Policy and Release

The 4-H program routinely promotes activities through various media. This includes, but is not limited to newsletters, newspapers, brochures, and displays. In doing so, the names and photos of members may be included to help tell the 4-H story. However, New Jersey 4-H policy is that on web sites, youth in photos will not be identified by name(s).

- ☐ **No, do not use my individual picture for any purpose.** I will make an effort to avoid opportunities to be in group photos.
- ☐ **No, do not use my name for any purpose.**
- 

Revised: January 2013

*Cooperating Agencies:* Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.





## New Jersey 4-H Release/ Agreement Form for Adults



Both sides of this form must be completed and signed by all adults participating in 4-H overnight activities, field trips, and events requiring group transportation where youth are present, or any other events sponsored through the 4-H Youth Development Program as determined by the event coordinator. The form should be submitted prior to the event.

### Information about the Adult Participant and Activity

Name of Adult participant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

4-H county: \_\_\_\_\_ Have you gone through the appointed volunteer process? ☐ Yes ☐ No

Name of activity/event: \_\_\_\_\_

Name of 4-H group sponsoring or participating in this event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date and time of participation of individual named above: \_\_\_\_\_

### Release of Liability

Although Rutgers Cooperative Extension and its event coordinator(s) will use the utmost precaution in guarding the health of all participants and preventing accidents, I release them from any liability in case of injury as a result of this activity. Furthermore, I release the owner and driver of the car transporting me to and from this event, from any liability in the case of illness or injury.

**Sign Here** →

Signature of adult participant \_\_\_\_\_

### Medical Emergency Authorization and Health Information

In case of sudden illness or an accident to myself requiring immediate treatment or surgery while I am a participant in this activity, I authorize the 4-H event coordinator or other adults present to take such action as seems appropriate to protect my health and physical well-being. This authority extends to any physician(s) and/or surgeon(s) selected to perform medical and/or surgical procedures including examinations and tests necessary to preserve my life and well-being. All efforts will be made to contact the individual named as my emergency contact above in case of emergency.

_____ Name of emergency contact	_____ Phone number	_____ Name of additional emergency contact	_____ Phone number
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The following information is provided as an aid to the event coordinator in dealing with my well-being. I have the following conditions (include allergies, handicaps, diabetes, pregnancy, asthma, medications needed, etc.):

Health conditions: \_\_\_\_\_

Medications/Instructions: \_\_\_\_\_

Health Insurance: Company Group# \_\_\_\_\_ ID# \_\_\_\_\_

**Sign Here** →

Signature of adult participant \_\_\_\_\_

*Continued on other side*

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\_\_\_\_\_  
Signature of participant

\_\_\_\_\_  
Date

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