

**GENERAL LEADER HANDBOOK  
TABLE OF CONTENTS 2016-2017**

**\* indicates new or revised document for 2016-2017 program year**

**1. HANDBOOK INTRO & GENERAL LEADER ROLE**

- General Leader Handbook Table of Contents
- General Leader Handbook Introduction
- General Leader Role Description

**2. OVERVIEW OF 4-H**

- What is 4-H?
- Wisconsin 4-H History
- 4-H Traditions
- Washington County 4-H Organizational Chart\*
- 2016 Fact Sheet\*

**3. LEADERSHIP**

- Club and Project Guide Flyer 2016-2017\*
- General Leaders 2016-2017\* *(This document not posted online due to contact information contained within. Please contact the UW-Extension office for a copy.)*
- UW-Extension Washington County Brochure\*
- I'm a 4-H Project Leader, Now What Do I Do?

**4. GUIDELINES & POLICIES GOVERNING 4-H CLUB MEMBERSHIP**

- Washington County Cloverbud Guidelines
- Using the 4-H Name & Emblem
- Wisconsin 4-H Emblem Co-Branding Guidelines
- Civil Rights Compliance Brochure
- Record Book Policy
- Existing Clubs WI 4-H Annual Charter Renewal 2016-2017 – Due October 15\*
- Wisconsin 4-H Community Clubs Sample Constitution & Bylaws
- Wisconsin 4-H Youth Development Policies\*

**5. 4-H CLUB FINANCES**

- Wisconsin 4-H Club Financial Handbook
- Wisconsin 4-H Club Treasurer Handbook
- 4-H Club Money Basics Fact Sheet
- 4-H Club Financial Accountability Fact Sheet
- Managing 4-H Money Fact Sheet
- 4-H Fundraising Fact Sheet
- Club Audit Fact Sheet
- Annual Financial Report Fact Sheet
- 4-H Club Audit Checklist
- 4-H Club Management Budget Tool Kit

## **6. 4-H ENROLLMENT INFORMATION**

- 2016-2017 Enrollment Guide & Family Handbook\*
- Enrolling in 4HOnline as a New Family in Washington County\*
- 2016-2017 Youth Behavior Agreement\*
- 4HOnline Notes for General Leaders
- 4HOnline FAQ
- 4HOnline Club Manager User Guide
- 4HOnline Project Leader User Guide
- 4-H Interest Cards
- 4-H Promotional Brochure\*

## **7. LEGAL CONCERNS OF 4-H CLUBS**

- Incident Report Form
- AIG Life Insurance Policy Summary
- Washington County 4-H Volunteer Insurance Policy
- Insurance Concerns & Opportunities for 4-H Clubs
- Washington County 4-H Dues & Insurance Explanation
- Washington County 4-H Dues & Insurance Form\*
- AIL Paid Receipt Coverage\*
- AIL Claim Form
- AIL Special Activities Coverage Brochure
- 4-H Food Stand Guidelines
- Dress Code Guidelines for the 4-H Food Stand
- 4-H Food Stand Job Descriptions & Age Requirements
- Washington County Health Department Food Stand Pamphlet
- Wisconsin Department of Health Temporary Event Food Service Guidelines
- Social Media Safety for 4-H Clubs
- 4-H State Tax Facts

## **8. LOCAL CLUB PROGRAM PLANNING**

- 4-H Club Calendar Planner
- Club Activity Planning Sheet
- Clover Survey for Goal Setting
- 4-H Club Goals Worksheet
- Field Trip Planning Guide

## **9. LOCAL CLUB ORGANIZATION AND OFFICERS**

- Responsibilities of the 4-H Parent Advisory Committee
- Forming Club Committees
- Helping You Help Officers and Committees
- So You Are President Of Your Club
- So You Are Vice President Of Your Club
- So You Are the Club Secretary
- So You Are the Club Treasurer
- So You Are the Club News Reporter

- So You Are The Club Recreation Leader
- Installation of 4-H Club Officers
- Parliamentary Procedure Booklet
- 4-H Club Meeting Agenda Planner
- 3 Parts of a Meeting Game
- Monthly 4-H Club Meeting Planning Worksheet
- Leading Club Recreation

#### **10. RECORD KEEPING BY 4-H CLUBS AND INDIVIDUAL MEMBERS**

- Club Activity County Report Form\*

For record book documents, please visit: <http://washington.uwex.edu/4-h-youth-development/projects/>

#### **11. CLUB, MEMBER, AND LEADER AWARD OPPORTUNITIES**

- Application & Standards for Career Awards
- Leader Form for Career Award Applicants
- Washington County 4-H Older Youth Opportunities & Awards Application Packet\*
- Adult Recommendation Form for Older Youth Opportunities & Awards
- Space Camp Application Packet\*
- 2017 Wisconsin State & National 4-H Programs\*
- Washington County 4-H Trust Fund Scholarship Application
- Adult Award Nomination Form
- 4-H Opportunities & Awards 2016-2017 Quick Reference\*

#### **12. EDUCATIONAL RESOURCES**

- Design a Successful Poster
- A Parent's Guide to Public Speaking
- 4-H Public Speaker's Handbook
- Getting Ready for Speeches & Demonstrations
- How to Make A Blue Ribbon Window Display
- Club Ceremony Ideas
- Guide for Better 4-H Booths
- Club Booth & Scrapbook Entry Guidelines for General Leaders
- Let's Demonstrate the 4-H Way
- 4-H Life Skills Wheel
- Experiential Learning Model
- Ladder of Youth Participation

#### **13. COMMUNICATIONS FROM COUNTY**

- General Leader Deadline Calendar 2016-2017\*
- Calendar of Events 2016-2017\*

#### **14. IMPORTANT FORMS & INFORMATION**

- Club Evaluation Form
- Online Fair Exhibit Entry Instructions\*

All General Leader Handbook files are available at:

<http://washington.uwex.edu/4-h-youth-development/leaders/general-leader-handbook/>

For additional resources for general leaders and project leaders, visit:

<http://washington.uwex.edu/4-h-youth-development/leaders/>