A. Intro to 4-H:
   i. The ABC’s of 4-H: A Primer for 4-H Volunteers
   ii. Establishing and Chartering a 4-H Club
   iii. Selecting a Name for Your 4-H Club

B. How 4-H’ers Learn
   i. Learn by Doing + a Little Bit More
   ii. Making Learning Fun
   iii. Planning and Conducting a Successful Program or Activity
   iv. Planning a Successful Field Trip

C. Standards of Excellence and Awards and Recognition
   i. Standards of Excellence for 4-H Clubs and Groups
   ii. The Florida 4-H Recognition Program

D. Forms:
   i. Club Organizational Form
   ii. New 4-H Club Charter Application
   iii. Annual Request for Club Charter
   iv. University of Florida IFAS 4-H Volunteer Application
   v. 4-H Youth Enrollment Form
   vi. Florida 4-H Participation Form for Youth and Adults

E. Meeting Helps:
   i. 4-H Club Meetings
   ii. Running a Smooth 4-H Business Meeting
   iii. Basic 4-H Club Meeting Handouts (laminated)

F. Summary Sheets

G. Monies Received

H. Check Requests

I. Fundraising – see policy page for fundraising guidelines
   i. Fundraising Permission Form
J. Affirmative Action
   i. 4-H Affirmative Action (Fact Sheet)
   ii. All Reasonable Efforts Documentation
   iii. Letter of Compliance

K. Accident/Injury
   i. Accident/Injury Reports
   ii. American Income Life Insurance Claim Forms

L. Risk Management
   i. Protecting Youth and Volunteers by Planning Ahead, Reducing Risk
   ii. Pre-Event Planning Guide
   iii. Pre-Event Planning Matrix
   iv. Positive Discipline for Youth
   v. Discipline Reports
   vi. Florida 4-H Volunteer Guide to Reporting Child Abuse
   vii. Florida Abuse Hotline Fax Transmittal Form

M. Club Resources – ice breaker activities, etc.

N. Minutes

O. Member Records – participation forms

P. Other