



## Checklist for New 4-H Volunteer Leader Orientation

The items listed on this checklist are designed to complement the 4-H eLearning Course which volunteer leaders are encouraged to complete prior to the orientation meeting.

You will be able to find additional information on the topics listed below in the NH 4-H Leader Handbook, at the UNHCE web site (<http://extension.unh.edu>), at your extension office, and during on-going training opportunities.

**At a minimum**, complete the following sections for each volunteer type:

Organizational Leader – all sections

Project Leader - sections 1, 2, & 3

Resource Leader – section 2

Non-Screened Volunteer – No required sections. Provide training specific to duties.

Covered	Section 1: The Basics	Comments/Notes
	4-H Overview: Delivery Modes, Pledge, Motto...	
	Enrollment	
	UNHCE Web Site	
	Using the 4-H Name & Emblem	
	NH 4-H Leader Handbook	
	4-H Policy Manual	

Covered	Section 2: Risk Management	Comments/Notes
	Reducing Risk for 4-H Volunteers Fact Sheet	
	Activity Youth Permission and Release Form	
	Activity Youth Medical Care & Treatment Form	
	4-H Safety Checklist	
	Accident/Injury/Incident Report Form	
	Additional items specific to duties	

Covered	Section 3: Positive Youth Development	Comments/Notes
	Creating a PYD Environment	
	Ages & Stages of Youth Development	
	Life Skills	
	4-H Curriculum	
	Eight Essential Elements	

Covered	Section 4: Club Management	Comments/Notes
	What is a 4-H Club?	
	NH 4-H Member and Club Requirements	
	Annual Club/Program Plan	
	Obtaining and Maintaining a Club Charter	
	EIN Numbers & the 4-H Association	
	Fundraising and Handling Money	
	Annual Reports: 4-H Group Activity & Financial	

This is to confirm that above checked items were discussed on \_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Person Conducting Orientation Signature

\_\_\_\_\_  
Leader Name (printed)

NOTE: 1 copy to be kept on file in county Extension office; 1 copy to be given to leader.

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