



HOWARD COUNTY 4-H YOUTH DEVELOPMENT PROGRAM 2020 CLUB POLICY INFORMATION

Monthly Club Meeting Information

- **Club Meetings**-Clubs are to conduct a minimum of **9** regular monthly meetings. Monthly meetings consist of a business meeting and program.
- **Meeting Programs**-The business meeting conducted as part of a regular club monthly meeting is not the same as a program. A program is an educational/learning opportunity. Election of officers is not considered a program. In addition, there should not be a participation fee that members pay in order to participate in a club program that is part of a regular monthly meeting.
- **Meeting Attendance**-Members are expected to regularly attend club meetings. Members need to attend a minimum of 6 business meetings per year. (If members are absent from a meeting or meetings, they should not miss more than 2 consecutive meetings in a row.)
- **Late Attendance**-Members are expected to be punctual when attending meetings. Members who arrive at the club meeting after the first 10 minutes will not be counted as in attendance for the meeting.
- **Members Attending College**-Members who are enrolled in a college and not residing at home are excused from attending meetings when they are physically at college. Those members are expected to attend club meetings when they are home on break or in the summer. Members who are attending a local college or community college and residing at their home residence are expected to attend club meetings on a regular basis according to the outlined criteria for meeting attendance.

Required Paperwork Deadlines and Information

- **Program Plan**-Due December 1st
- **Club Financial Summary Report (Audit)**-Due October 15th
 - **Must be reviewed and signed by 2 UME Volunteers and 2 4-H members within the club.**
 - Organizational Leader may not sign off on Financial Summary Forms.
 - UME volunteers who are signatures on the account are not permitted to the review and sign the audit.
 - Only one UME volunteer from a family is permitted to sign the report. (There should not be 2 relatives signing the club audit.)
 - For 2020, a copy of all bank statements from July of 2019 – June 2020 must be submitted with the report.
 - Club 990 electronic e-filing must be completed by October 15th.
 - For 2020, all club re-chartering paperwork is due January 3, 2020.
- **Affirmative Action Paperwork (-One form will be completed for each 3 month period)**
 - January-March-Due by April 1st
 - April-June-Due by July 1st
 - July-September-Due by October 1st
 - October-December-Due by January 1st
- **Club Secretary's Minutes**-Due monthly
 - The Recording Secretary for the club should be emailing the club minutes and roll to Amy Brueckmann at amyb@umd.edu within two weeks of the club meeting.

- **Club Correspondence**-The Howard County 4-H staff should be informed regarding your club correspondence. Please copy Amy Brueckmann on emails so they can be printed and included in your club folder.

Club Emails

- The club email address assigned to each club is to be used for official 4-H business and communication distributed from the Extension Office! Businesses are not permitted to send emails utilizing the club email account even if the business is owned by a 4-H volunteer.

Clover Programming

- Clover opportunities are for youth ages 5-7 as of January 1st of the enrollment year.
- Clubs are not permitted to enroll clover age members unless the club has been approved to do so and recognized by the 4-H Educator.
- Any club that has clover age members needs to provide a program plan specifically designed for age appropriate clover members by December 1st. (Clover members can attend the regular business meeting, however, the program portion should be appropriate for clover age members. Separating the clovers from the older youth to conduct age appropriate activities is desirable.)

Other Items

- Clover-The authorized 4-H clover is the only 4-H clover that should be used. This must be included on any correspondence.



- UME Logo- This must be included on any correspondence.

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- AA Statement is to be used on all correspondence. The AA statement is...

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