

Palm Beach County 4-H

VOLUNTEER MANUAL



2026-2027



Palm Beach County
Board of County Commissioners

UF | IFAS Extension
UNIVERSITY of FLORIDA

Dear Volunteer,

Thank you for choosing to invest your time, talents, and energy in the youth of Palm Beach County. Volunteers are the foundation of our 4-H program and play a vital role in helping young people learn, lead, and grow.

During the 2025-2026 4-H year, Palm Beach County 4-H reached more than **30,000 youth** through school-day programs, after-school activities, camps, and special events, with more than **380 youth enrolled in 4-H clubs**. From Canal Point to Boca Raton, we are committed to providing safe, supportive environments where youth can develop life skills alongside caring and trusted adults.

As a University of Florida Institute of Food and Agricultural Sciences (IFAS) Extension program operating in partnership with the Palm Beach County Board of County Commissioners and other state partners, Palm Beach County 4-H follows established policies and procedures designed to protect our youth, volunteers, and organization. Our team is committed to providing the training, resources, and support you need to succeed.

Quick Reminders

- **Submit required forms on time**, including financial, fundraising, club reporting, and charter documents.
- **Maintain no more than \$100 in petty cash**. Funds over \$100 must be deposited within 7 days using the 4-H Monies Received Form.
- **Only spend funds currently available in your club account**. Overdrafts and spending anticipated funds are not permitted.
- **Submit forms to Fourh@pbc.gov** and make checks payable to **Palm Beach County 4-H Association, Inc.**
- All forms are in the following pages, and these requirements help ensure compliance, financial accountability, insurance coverage, and protection for both volunteers and youth.

Thank you for your partnership and commitment to positive youth development. We are excited to support you throughout your 4-H volunteer journey.

If you have questions or need assistance, please contact the Palm Beach County 4-H Office at **(561) 233-1731** or **Fourh@pbc.gov**.

Sincerely,

The Palm Beach County 4-H Team



4-H CLUB CHARTER REQUEST-RENEWAL FORM

New 4-H clubs and continuing 4-H clubs must have an active club profile in 4HOnline, with the Club Charter section filled out, to be an officially chartered Florida 4-H club. In addition, this form needs to be completed annually by the club leader for Affirmative Action audit purposes. This form can be kept in the 4-H Office or uploaded to the 4HOnline club profile.

Name of Club: _____

Name of Club Leader: _____

Primary Club Meeting Location

Address _____ City _____ Zip Code _____

Type of Request: ☐ Establishment of a new club ☐ Charter Renewal

Original Charter Date or Year _____

Previous Name(s) of Club, if applicable: _____

Agreements

1) I understand that if this club disbands during my leadership, all property and club funds not deposited in the county association or foundation account shall be returned to the County Extension Office. If the group continues, it shall be turned over to the new club leader.

2) It is the policy of _____ of the _____ County
(Club Name) (County)

Extension Service, 4-H & Youth programs, that all persons shall have equal opportunity and access to its programs and facilities without regard to race, color, religion, gender, sexual orientation, national origin, or disability.

3) I understand that if the racial/gender make-up of the club is not representative of the geographic boundaries of the club (within + or - 4% parity), then All Reasonable Efforts will be conducted to fulfill Affirmative Action Requirements.

Club Leader Signature _____ Date _____

**The approval below will be granted upon receipt of this form. Clubs not meeting Affirmative Action requirements will be notified and will be required to conduct All Reasonable Efforts between the dates of September 1st and December 31st.

Official Approval for 4-H Club or Group

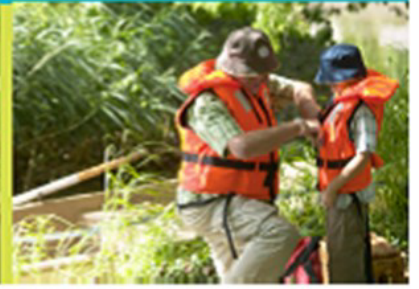
_____ is authorized to use the 4-H name and emblem in connection with its program and activities and is considered an official 4-H club of the Cooperative Extension Service.

Signed _____ County Extension Agent

This form should be kept in the County 4-H Office or uploaded to the Club's 4HOnline profile.



CLUB



Club Organization Form

Please return this completed form to your 4-H agent by _____.

Club Name

Meeting Place

Meeting Date and Time

Multi-race community: ____ Yes ____ No Race by (%) White ____ Black ____ Hispanic ____ Other ____

LEADERSHIP TEAM: Name Phone email or contact address

Leader: _____

Co-Leader: _____

Project Leader: _____

Teen Leader: _____

Activity Leader: _____

Parent Volunteers: _____

Club Focus or Theme for the year: _____

Club Goals for the year:

1. _____

2. _____

3. _____



"The Foundation for the Gator Nation" An Equal Opportunity Institution

County 4-H Association (Rev 5/14)

Club Program Calendar:

Month	Meeting Date	Educational Focus
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		

Club Officers:

County Council Delegate: _____

County Council Delegate: _____

President: _____

Reporter: _____

Vice President: _____

Recreation: _____

Secretary: _____

Historian: _____

Treasurer: _____

Sgt. At Arms: _____

Parliamentarian: _____

Other: _____



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Palm Beach County 4-H

[illegible]



CLUB



Fundraising Permission Form

Section 1: Request for Approval for Fundraising Project

Club:	Club Leader: Mailing Address:
Description of Proposed Project:	
Purpose/Goal of Funds (Must be educational)	
Names of adults responsible and on site at all times:	
Date of Fundraiser	
Location of Fundraiser	
This request prepared by:	Date submitted:

Section 2: Extension Service Response

Date:	Reviewed By:
Approved:	Date:
☐ Yes ☐ No Reasons	
Notification to Club: Person Notified: _____ Date: _____	



CLUB



Monies Received

4-H Club

Date

Cash	Name	Purpose	Amount
Total Received			

Check #	Name	Purpose	Amount
Total Received			

Treasurer

Club Leader

For _____ County 4-H Association Use Only:

Date Received: ____/____/____ Amount Verified by: _____ Category: _____



CLUB



Check/Reimbursement Request

4-H Club _____ Date _____

Check payable to:

_____ Pick Up _____ Mail Out

Mail check to:

Amount: \$ _____

Purpose of check:

Treasurer Signature _____ Date _____

**Remember to turn in receipt within 30 days of completed transaction.*



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Monthly Ledger for Income and Expenses



MONTH: _____

BEGINNING BALANCE:\$ _____

CASH RECEIVED (INCOME)			CASH PAID OUT (EXPENSES)		
DATE	SOURCE	AMOUNT	DATE	SOURCE	AMOUNT
TOTAL INCOME		\$	TOTAL EXPENSES		\$
BALANCE ON HAND AT THE BEGINNING OF THE MONTH					\$
PLUS INCOME FOR THE MONTH					+\$
MINUS EXPENSES FOR THE MONTH					-\$
BALANCE ON HAND AT END OF MONTH					=\$



4-H Volunteer Training Series

1. [ABC's of 4-H: A Primer for 4-H Volunteers](#)
2. [How to Start a 4-H Club \(for Youth Ages 5-18\)](#)
3. [Selecting a Name for Your 4-H Club](#)
4. [Running a Smooth 4-H Meeting](#)
5. [Recognizing Young People](#)
6. [Protecting Youth and Volunteers by Planning Ahead,
Reducing Risk](#)
7. [Planning a Successful Field Trip](#)
8. [Making Learning Fun](#)
9. [Adopting Club Bylaws](#)