New Project Leader Checklist

The 4-H Youth Development Program in California is administered by the University of California Division of Agriculture and Natural Resources (UC ANR). This checklist is designed to assist 4-H project leaders in preparing to implement their project(s) prior to meeting with youth
(Revised 12/2016)

#	X	Item
1		Have you met your Club Leader(s) and discussed your plan for implementing your project(s)?
2		Have you completed all the steps for becoming a 4-H adult volunteer? (1. Filled out the application and paid fees; 2. Fingerprinted (if a new 4-H adult volunteer); 3. Completed county orientation)
3		Do you have a list of the youth who are going to participate in your project(s) and are they enrolled in the 4-H project(s) you are going to lead? (Your Club Leader or Volunteer Enrollment Coordinator can check this for you)
4		Have you developed a project description and lesson plan for what will be covered on which dates and if there will be any cost for participants?
5		Do you have a UC ANR user agreement with the facility you will be utilizing? (Your county staff member must assist you in obtaining this document)
6		Do you have completed and signed youth and adult treatment authorization/health history form on hand for all participants? Youth: http://4h.ucanr.edu/files/4726.pdf Adult: http://4h.ucanr.edu/files/20100.pdf
7		Have you provided the dates, times, and location of your project meetings to the youth enrolled in your project?
8		Is there at least one other appointed adult volunteer on site with you at each meeting? If impractical is there at least one other adult (21 years or older)?
9		If you are going to fundraise or secure grant support for your program, have you received approval from your county 4-H staff and County Director?
10		Is there ample drinking water available?
11		Have you reviewed the *"4-H Project Leaders Digest", "Primary Member – Adult Volunteer Guide",* and other resources? They are available online at: http://4h.ucanr.edu/Resources/Volunteers/Project_Leader_Resources/
12		Do you have *"Annual Project Report"* forms on hand for the 4-H members to keep track of their project participation? http://4h.ucanr.edu/files/220272.doc