



# 4-H Project Leader Checklist

Designed to help 4-H project leaders prepare their project(s) prior to meeting with youth. (revised 8/30/2023)

#	X	Item
1		Meet with your Club Leader(s) and discuss plans for your project(s).
2		Complete all the steps for becoming a 4-H adult volunteer. <i>(1. Completed application and paid fees; 2. Fingerprinted if a new 4-H adult volunteer; 3. Completed county orientation)</i>
3		Get a list of the youth who are going to participate in your project(s). Ensure they are enrolled in the 4-H project(s) you are going to lead. <i>(Your Club Leader or Volunteer Enrollment Coordinator can check for you)</i>
4		Develop a project description and lesson plan for what will be covered on which dates and if there will be any cost for participants.
5		Obtain a UC ANR facility use agreement with the facility you will be utilizing <i>(if the facility requires it; Your county staff member must assist you in obtaining this document)</i>
6		Have copies of 4-H youth and adult health treatment authorization and health history forms <i>(just in case of accidents)</i> .
7		Provide the dates, times, and location of your project meetings to the youth (and their parents/guardians) enrolled in your project.
8		Make sure there is at least another adult 4-H volunteer that will be on site with you at each meeting <i>(all 4-H meetings require at least 2 appointed 4-H volunteers.)</i>
9		If you are going to fundraise or secure grant support for your program, have you received approval from your county 4-H staff?
10		Make sure the location is safe and that there is drinking water available.
11		Read the “4-H Volunteer Educator Guide” available at: <a href="https://anrcatalog.ucanr.edu/pdf/8724.pdf">https://anrcatalog.ucanr.edu/pdf/8724.pdf</a>
12		Have extra copies of the 4-H Annual Project Report forms on hand for the 4-H members to keep track of their project participation available at: <a href="https://ucanr.edu/sites/UC4-H/files/263723.docx">https://ucanr.edu/sites/UC4-H/files/263723.docx</a>