

# GEORGIA



# COLLEGIATE 4-H

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# GEORGIA COLLEGIATE 4-H HANDBOOK

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Resources for Georgia 4-H  
Collegiate Clubs to Recruit,  
Retain, and Revitalize Programs



[georgia4h.org](http://georgia4h.org)

The University of Georgia 4-H program is the largest youth leadership organization in the state.  
An Equal Opportunity, Affirmative Action, Veteran, Disability Institution

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UNIVERSITY OF GEORGIA  
EXTENSION



# About Collegiate 4-H

4-H is America's largest youth development organization—empowering nearly six million young people across the country with the skills to lead for a lifetime. Georgia 4-H is the primary youth outreach program of the University of Georgia.

Since 1904, 4-H has been teaching the youth of Georgia leadership, civic engagement, and communication. Although 4-H's roots are in agriculture, it has grown to include a variety of projects. Reaching nearly 170,000 members, Georgia 4-H continues to positively shape the lives of its members. We see that every member has valuable strengths and real influence to improve the world around us.

Georgia Collegiate 4-H is an extension of Georgia 4-H and its purpose is to support the 4-H organization through volunteering with local county offices, providing social and service opportunities for its members, and continuing to build upon the leadership, civic engagement, and communication foundations that 4-H instills in youth. To be recognized as a Georgia Collegiate 4-H Club, clubs must be chartered through the Georgia state 4-H office and follow guidelines set by the state collegiate 4-H advisor. The purpose of this handbook is to explain chartering procedures, outline the necessary steps to be recognized as a collegiate chapter, and to provide examples of club resources.

## Chartering Collegiate 4-H Clubs

To begin the chartering process, clubs must submit a Charter Application for Special Entities Form located on page 14 of this Handbook. This form must be emailed or mailed to Craven Hudson, Georgia 4-H Charter Manager and courtesy copied to Jenna Daniel, Georgia State Collegiate 4-H advisor. Collegiate 4-H Clubs must have a school faculty sponsor, elected officers, and a budget. Once the charter has been approved, clubs must establish a constitution and bylaws and submit them via email or mail to Jenna Daniel for approval. Authorized clubs will be given unique logos specific to their college or university. Guidelines for usage can be found [here](#).

Many colleges and universities have additional guidelines and policies regarding student organizations which should be followed. The college may mandate financial procedures; if not, contact Jenna Daniel to establish best procedures. Collegiate 4-H clubs must adhere to the University of Georgia non-discrimination statement, which can be found [here](#). Alcohol and tobacco products are prohibited at Collegiate 4-H events. Examples of emblems and logos are displayed below. These may not be used without charter approval.



# Semester Reports

At the end of each semester, a report should be sent to Jenna Daniel containing agendas from each meeting, events that took place, community service hours completed by the chapter, volunteers that were screened, and any other relevant information. These should be sent no later than December 15 for the fall semester and May 15 for the spring semester. Failure to submit semester reports can result in a denial of charter renewal. An example of this report can be found on page 13 of this handbook.

## Volunteer Screening

Volunteering is a wonderful way to contribute to a program you care about while also building professional and personal work experience. If you plan on working with youth, there is a four step-process to be approved as a 4-H volunteer: The following is a list of required forms:

1. University of Georgia Cooperative Extension Volunteer Agreement
2. Screening Application
3. Background Investigation Request Form (should be filled out by UGA Staff)

All Collegiate 4-H volunteer records will be screened and housed within the State 4-H Office. These forms can be found [here](#). Once completed, these forms should be sent to Jenna Daniel via email or mail. Please allow 2-4 business weeks for paperwork to process. If counties need volunteer records, they should contact Jenna Daniel.

Volunteer applicants are also required to complete an online training module, Risk Management Training, to instill confidence in how to safely work with youth. Once you have completed this module there may be additional trainings or certifications to complete depending on the volunteer opportunity. This process ensures that volunteers, youth, and staff are prepared and protected. The necessary forms are pictured below.

**College of Agricultural & Environmental Sciences**  
UNIVERSITY OF GEORGIA

**The University of Georgia Cooperative Extension Volunteer Agreement**

Thank you for agreeing to volunteer with the University of Georgia Cooperative Extension program. In signing this agreement you are confirming your acceptance for a volunteer role.

- I agree to serve as a volunteer with UGA under the primary direction of \_\_\_\_\_ Cooperative Extension. (If in county or unit named) I understand that if my role involves supervising youth, I will be required to complete a UGA background check and that some duties may include additional training and orientation.
- I agree that my participation in the activities is not in exchange for any consideration (e.g., pay, benefits, the promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration. I understand that additional duties may be assigned or specific duties expanded.
- I agree that as a volunteer I am under the primary direction of the unit, county office or department but may be asked to participate in activities that include direction from others within Cooperative Extension and/or other departments in the University of Georgia.
- I agree that, if approved to serve as a volunteer, I will not be acting as a UGA employee or student. I understand and agree that UGA and I both have the right to discontinue or end my volunteer relationship with UGA at any time, for any reason, and without advance notice.
- I understand that UGA is self-insured through the Department of Administrative Services against state tort claims. This coverage is provided for volunteers in programs organized, controlled and directed by UGA for the purposes of carrying out the functions of UGA. **I UNDERSTAND THAT COVERAGE DOES NOT APPLY WHEN I DEVIATE FROM THE COURSE OF MY VOLUNTEER DUTIES.**
- I understand that, as a volunteer, I will not be entitled to any employee benefits. I understand that UGA may not provide me with any accident, medical, or workers' compensation insurance, and therefore may not be responsible for any accident or medical expenses that I incur in the course of volunteering. If I am an employee of the UGA serving as a volunteer, I understand that I am not covered by workers' compensation laws while acting as a volunteer outside of my normal employment.
- If I utilize my personal vehicle during the course of volunteering, I understand that UGA does not provide comprehensive or collision insurance for my personal vehicle.
- I understand that my volunteer service involves youth work. I am required to abide by the UGA Cooperative Extension Behavior Guidelines for Adults working with Youth and may be discharged from my duties as a volunteer should I fail to follow these expectations. These guidelines are printed on the reverse of this page and are indicated by me.
- I understand that my participation as a volunteer may involve certain risks in addition; I understand that I may be exposed to other risks which may not be foreseeable. I voluntarily accept these risks.
- I agree to abide by all applicable rules and regulations of UGA and any of the department or units where I engage in volunteer activities. I also agree not to disclose any confidential information concerning youth program participants, research subjects, unpublished research data, and other confidential information of which I may learn in the course of my volunteer service. I acknowledge and agree that any intellectual property I may create in the course of my activities at UGA shall be the property of UGA.
- I understand that as a volunteer I must self-report any arrest, charge, or criminal conviction occurring after the date of my background check to my program/instructor/administrator prior to resuming my service.
- I hereby grant permission for my images, likeness, and voice to be recorded in any media and to be used by the University of Georgia and Georgia 4-H on behalf of the Board of Regents of the University System of Georgia in any publications, media or technology now known or hereafter developed in the future for any lawful purpose whatsoever without further permission from me. I understand I will not be compensated further for use of these recordings.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Volunteer's Printed Name \_\_\_\_\_ Volunteer's Phone # \_\_\_\_\_  
 Volunteer's Address \_\_\_\_\_ Volunteer's Email Address \_\_\_\_\_  
 Extension Faculty Printed Name \_\_\_\_\_ Primary Extension Office location \_\_\_\_\_  
 Extension Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**SCREENING APPLICATION**

THE UNIVERSITY OF GEORGIA  
COLLEGE OF AGRICULTURAL & ENVIRONMENTAL SCIENCES

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Information Collected for Reporting Purposes Only:**

Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Race (select all that apply):  
 White  African American or Black  American Indian or Alaskan Native  Asian  Native Hawaiian or Other Pacific Islander

Residence (select one):  
 Farm  Suburban (50,000+)  
 Rural (Under 10,000)  City (50,000+)  
 Town (10,000 - 50,000)

Check all that apply:  
 Hispanic or Latino  Military Family

**Contact Information:**

Work Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**References:** Provide 3 references who are not immediate family members and who reside outside of your home address. They should be familiar with your skills and abilities related to potential duties associated with volunteering. Local CAES or Extension staff should not serve as references.

Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_ Company: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 How do you know this reference? \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_ Company: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 How do you know this reference? \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_ Company: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 How do you know this reference? \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

Thank you for your interest in serving with UGA CAES and Extension! Please look over your application prior to submitting it to your local office to ensure you are leaving no required boxes or blanks empty.

4/23/2016

# Club Development

To obtain and retain members, club meetings should be informational and entertaining. In addition to monthly club meetings, clubs should strive to complete at least three service and social activities each semester. Listed below are suggestions for club meeting topics, social activities, and service activities.

## -Monthly Meetings

Host Guest Lecturers and Panels for Members About

- Leadership
- Career Paths
- Time Management
- Life Skills Such as Basic Sewing or Healthy Cooking
- Interview and Resume Advice

## -Social Events

- Bowling
- Roller Skating
- Trampoline Parks
- Movie Nights
- Potluck Dinners

## -Service and Outreach

- Participate in Local or Campus Philanthropies
  - Volunteer with Local 4-H Clubs
  - Thank-a-Thon to Recognize Supporters
  - Volunteering with Local Animal Shelters
- Recognizing Outstanding Staff at Your School

## -Promotional

- Create Flyers with Upcoming Meeting and Activity Dates and Pass Them Out at Central Spots on Campus
  - Reach Out to Local 4-H Alumni
- Host Informational Sessions for Interested Students
- Reward Current Members for Bringing New Students
  - Invite Students to Events on Social Media

# Sample Resources

This section contains a sample constitution, sample bylaws, an example of a promotional flyer, and a sample meeting agenda. For each club meeting, there should be an agenda prepared beforehand outlining what will be discussed and the order of events. These resources can be adapted to fit your club's needs, but all sections should be read and updated as needed for accuracy.

## Sample Constitution

CONSTITUTION  
OF  
GEORGIA COLLEGIATE 4-H  
Drafted: 21 May 2018  
Approved: August 2018

### Preamble

We the members of Georgia Collegiate 4-H in order guide this initiative dedicated to giving back to the 4-H program, promoting 4-H volunteerism, and developing important life skills in its members as well as to better the advance of the 4-H movement in Georgia do hereby establish this constitution of Georgia Collegiate 4-H.

### Article I: Name

#### Section 1.01 Name

The name of this organization shall be Georgia Collegiate 4-H.

### Article II: Mission, Vision, and Strategy

#### Section 2.01 Mission

To strive to serve the State of Georgia as well as our nation through our service, leadership, and dedication to 4-H and its members.

#### Section 2.02 Vision

As Georgia Collegiate 4-H progresses, our vision is that its members will be fully incorporated into the Georgia Cooperative Extension System and its 4-H program, serving as a resource for Georgia 4-H.

#### Section 2.03 Strategy

- A. Provide opportunities for 4-Hers to extend their 4-H involvement after high school.
- B. Provide mentoring for younger 4-Hers.
- C. Promote 4-H involvement at local, district, state and levels.

## Article III: Membership

### Section 3.01 Selection

- A. Membership shall be open to all students participating in post-secondary education at the **University of Georgia**.
- B. Active membership shall be open to all members of **University of Georgia** Collegiate 4-H who have paid dues.
- C. Honorary membership shall be awarded by the active members through the vote of a simple majority.
- D. Alumni and honorary members shall have all the privileges of active members except for voting and election of officers.

### Section 3.02 Dues

- A. Dues should be paid in full each year at the meeting which officers are elected or at the time the member joins **UGA** Collegiate 4-H.
- B. Dues are to be paid to **UGA** Collegiate 4-H's Treasurer. Checks should be made payable to the **Georgia 4-H Foundation**.

## Article IV: Non-Discrimination

- a. Membership and all privileges, including voting and officer positions, will be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

## Article V: Officers

### Section 4.01 Officers

The officers of **UGA** Collegiate 4-H shall be President, Vice- President Internal, Vice President External, Business Manager, Social Chair, and Service Chair.

### Section 4.02 Roles and Responsibilities

- A. The duties of the President shall be: presiding over meetings, serving as a representative for **Georgia** Collegiate 4-H, acting as the deciding vote in the case of a tie during votes within the Executive Committee, and other duties necessary for the function of the organization.
- B. The duties of the Vice-President Internal shall be: serving in place of any officer in the case of his/her, absence remaining informed of all business concerning the organization and assist the president in performing the duties necessary for the function of the organization, keeping open the lines of correspondence between club members and the Executive Committee, and conducting voting procedures.
- C. The duties of the Vice-President External shall be: maintaining communication with the **University of Georgia** student body, serving as a liaison between the club and the Ag Hill Council and the **UGA College of Agricultural and Environmental Sciences** student clubs, and keeping club members informed of opportunities for service and involvement on campus.





- D. The duties of the Business Manager shall be: taking minutes at each club and Executive Committee meeting, collecting dues from members, presenting quarterly financial reports, and keeping records of financial transactions.
- E. The duties of the Service/Social shall be: coordinating monthly service and social opportunities for club members as well as attending Ag Hill Council meetings as a representative of Collegiate 4-H.

#### Section 4.03 Elections

- A. Elections shall take place yearly with officers holding one term for one school year.
- B. Officers will be elected at a meeting of the 4-H club by voting and achieving a simple majority.
- C. Elections shall be led by the Advisor and current President.

#### Section 4.04 Advisor

A faculty advisor must be secured for a Collegiate 4-H club to be chartered. He or she must be an active faculty member of the institution wishing to charter.

#### Section 4.05 Impeachment

Any member of the club can bring before the Executive Committee a protest to remove an officer if that officer is found not to be performing his/her job effectively. The Executive Committee shall review the case and if it finds that a removal would be substantiated, the status of the officer shall be brought to a vote before the entire membership. If a two-thirds majority recommends removal, then the officer shall be removed from his/her position immediately.

### Article VI: Executive Committee

#### Section 5.01 Composition

The Executive Committee shall be composed of the President, Vice-President Internal, Vice-President External, Business Manager, Social Chair, and Service Chair.

#### Section 5.02 Roles and Responsibilities

A. The duties of the Executive Committee shall be: acting as the ruling body of UGA Collegiate 4-H, planning and presiding over meetings and other activities as well as forming and dissolving committees as needed. The Executive Committee shall use discretion in determining what decisions come to a vote before the entire membership.

#### Section 5.03 Meetings

The Executive Committee shall have three meetings in addition to the full organization meetings. The Executive Committee can plan additional meetings as they see fit.

## Article VII: Protocol

### Section 6.01 Conflict of Law

- A. UGA Collegiate 4-H recognizes **The University of Georgia**, the UGA Cooperative Extension System, National Collegiate 4-H Organization, and the Southern Region of the National Collegiate 4-H Organization. Any rules, regulations or other statutes enacted by these organizations supersede the Constitution and statutes of **UGA Collegiate 4-H**.
- B. In case of conflicting regulations, rules, or statutes between Georgia Cooperative Extension System, National Collegiate 4-H Organization, and the Southern Region of National Collegiate 4-H Organization. Georgia Collegiate 4-H shall first follow the statutes of The Georgia Cooperative Extension System first, National Collegiate 4-H Second, and the Southern Region of National Collegiate 4-H organizations last.

### Section 6.02 Non-discrimination

Membership and all privileges, including voting and officer positions, will be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

### Section 6.03 Procedure

UGA Collegiate 4-H shall follow the newest revised edition of Robert's Rules of Order when conducting all meetings, which are to include but are not limited to all **Georgia** Collegiate 4-H meetings and all executive committee meetings.

### Section 6.04 Communication

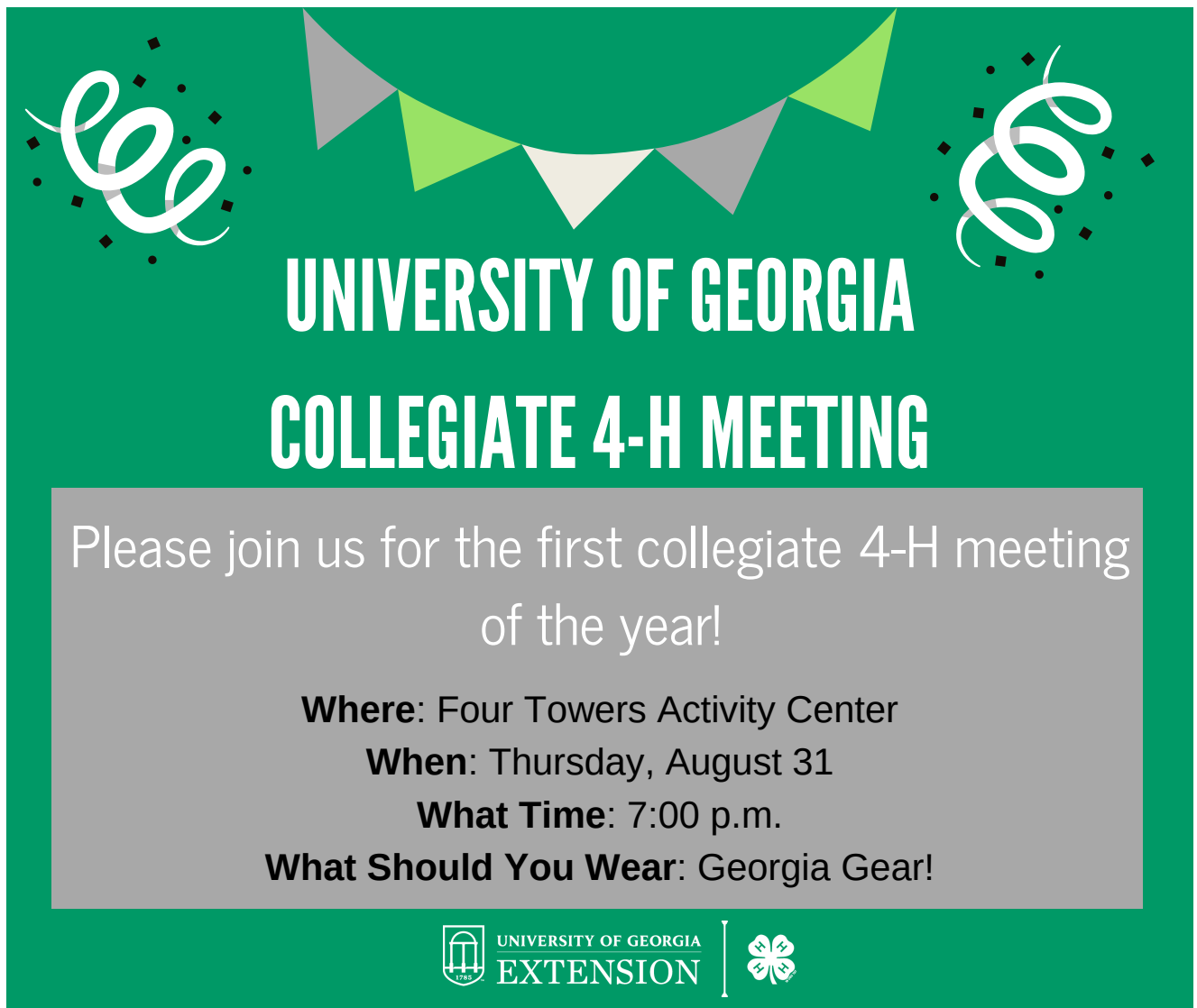
**UGA** Collegiate 4-H shall use e-mail as its official form of communication.

### Section 6.05 Voting

- A. Each active member shall have one vote. During physical meetings of **UGA** Collegiate 4-H paper ballots shall be used for elections. All other votes shall be taken in a method left to the discretion of the Executive Committee. Paper ballots shall be counted by the secretary (or the advisor) and one other officer.
- B. E-mail ballots shall be used for votes not held during physical meetings of **UGA** Collegiate 4-H. The Secretary shall send out the proposal to be voted on and the guidelines of the vote to each member.
- C. Elections shall be held once each year using paper ballots. Two officers who are not candidates or one officer who is not a candidate and the advisor shall count the ballots.

## Sample Recruitment Flyers and Social Media Graphics

These materials were created using Canva software. Instructions for this software can be found on pages 15 and 16 of this handbook.



A green flyer for a University of Georgia Collegiate 4-H meeting. At the top, there are white decorative swirls and a banner with green and grey triangles. The main text is in white, bold, sans-serif font. Below the title is a grey box with white text providing details about the event. At the bottom, there are logos for the University of Georgia Extension and the 4-H organization.

# UNIVERSITY OF GEORGIA COLLEGIATE 4-H MEETING

Please join us for the first collegiate 4-H meeting  
of the year!

**Where:** Four Towers Activity Center  
**When:** Thursday, August 31  
**What Time:** 7:00 p.m.  
**What Should You Wear:** Georgia Gear!

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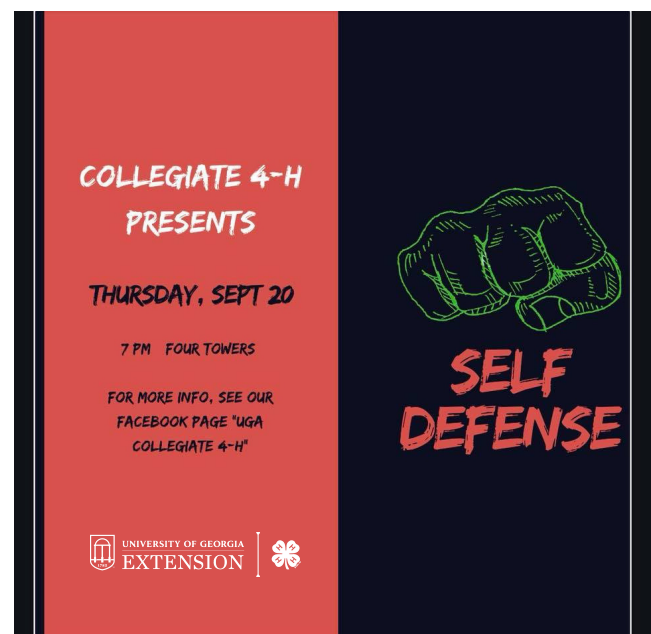
A red flyer for a Jolly Holiday Mug Swap event. It features a white reindeer head icon at the top. The text is in white, serif font. At the bottom, there are logos for the University of Georgia Extension and the 4-H organization.

# JOLLY HOLIDAY

## MUG SWAP!

UGA Collegiate 4-H  
Four Towers  
December 4 at 7:00 PM

UNIVERSITY OF GEORGIA  
EXTENSION | 4-H



A flyer for a self-defense event. The left side is red and the right side is dark blue. The text is in white and red. It features a green line-art illustration of a fist. At the bottom, there are logos for the University of Georgia Extension and the 4-H organization.

COLLEGIATE 4-H  
PRESENTS

THURSDAY, SEPT 20

7 PM FOUR TOWERS

FOR MORE INFO, SEE OUR  
FACEBOOK PAGE 'UGA  
COLLEGIATE 4-H'

# SELF DEFENSE

UNIVERSITY OF GEORGIA  
EXTENSION | 4-H

## Sample Meeting Agenda

# August Meeting

Thursday, August 31 at 7:00 p.m.

Animal Science Building

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**Welcome:** John, President

- Introduce Executive Board Members
- Introduce Theme of Following Meetings

**Financial Report:** Jane, Business Manager

- Explain the Breakdown of Club Dues
- Collect Dues

**T-Shirts:** Jim, Vice President of Internal Affairs

- Share T-Shirt Design and Collect T-Shirt Orders

**Service Report:** James, Service Chair

- Introduce Local 4-H Agent
- Discuss Upcoming Service Opportunities
- Distribute and Collect Volunteer Paperwork

**Social Report:** Julia, Social Chair

- Discuss Upcoming Social Events
- Take Social Event Poll

**Programming:** Jamie, Vice President of External Affairs

- Introduce Guest Speaker
- Thank Guest Speaker

**Closing Announcements:** John, President

**Adjourn**

## Sample Semester Report



# Fall Semester Report

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### Attachments:

1. Agendas from Each Meeting
2. Attendance from Each Meeting and Each Event
3. Promotional Flyers from Each Meeting

### Events Held:

1. Roller Skating-August 31, 15 Participants
2. Thanksgiving Dinner-November 15, 31 Participants
3. Ice Skating-December 3, 28 Participants

### Service Hours Completed: 75 (Breakdown Below)

- 20 Hours at Georgia Food Bank
- 10 Hours at Campus Thank-a-Thon
- 20 Hours at Officer Training
- 5 Hours at Highway Cleanup
- 20 Hours at Weekend in the Classic City

### Volunteers Screened This Semester:

1. John Doe
2. Jane Doe
3. Jessica Smith
4. John Smith
5. Arch Smith

\*Attach Any Supporting Documentation\*



Georgia 4-H – UGA Extension  
 Charters c/o Craven Hudson  
 332 Hoke Smith Annex  
 Athens, Georgia 30602  
 706-542-5667  
 Cfhudson@uga.edu

## Georgia 4-H Charter Application for Special 4-H Entities

Georgia 4-H Clubs led by volunteers are required to submit a Georgia 4-H Charter Application at the time the club is formed. All chartered clubs are required to submit renewal applications annually.

Georgia 4-H has adult clubs that support our program. These groups should also be chartered and follow the renewal process each year after the initial charter is granted. The charter application process for these special groups will ensure that the State 4-H Leader is fully aware of the membership, officers, plans of action and finances of each of these Georgia 4-H Entities.

Please provide the information requested.

**Club Name:**

**Officers (provide name, contact information, office held, term expiration date):**

**Membership Roster (please send an email attachment in the most convenient format- Excel, Word, Etc.):**

**Annual Plan of Action (include major goals, meeting dates, specific actions planned to support GA 4-H):**

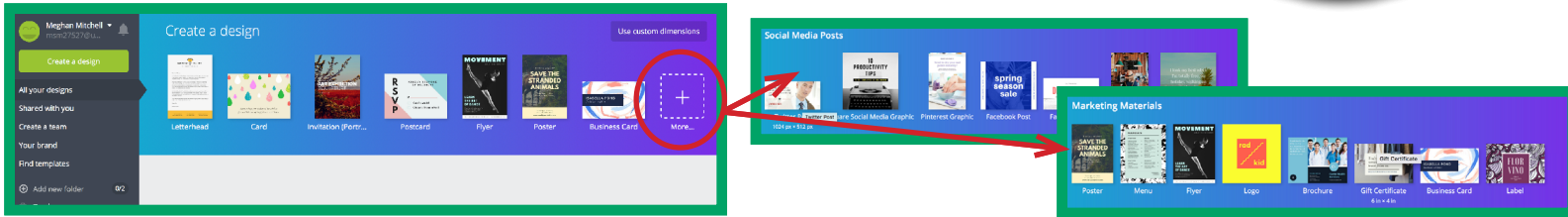
**Current Financials (please provide fund balance, where assets are held/invested, upcoming program year budget, expense report from previous program year):**

All charter application materials should be sent by email ([cfhudson@uga.edu](mailto:cfhudson@uga.edu)) or regular mail to Craven Hudson, Georgia 4-H Charter Manager.

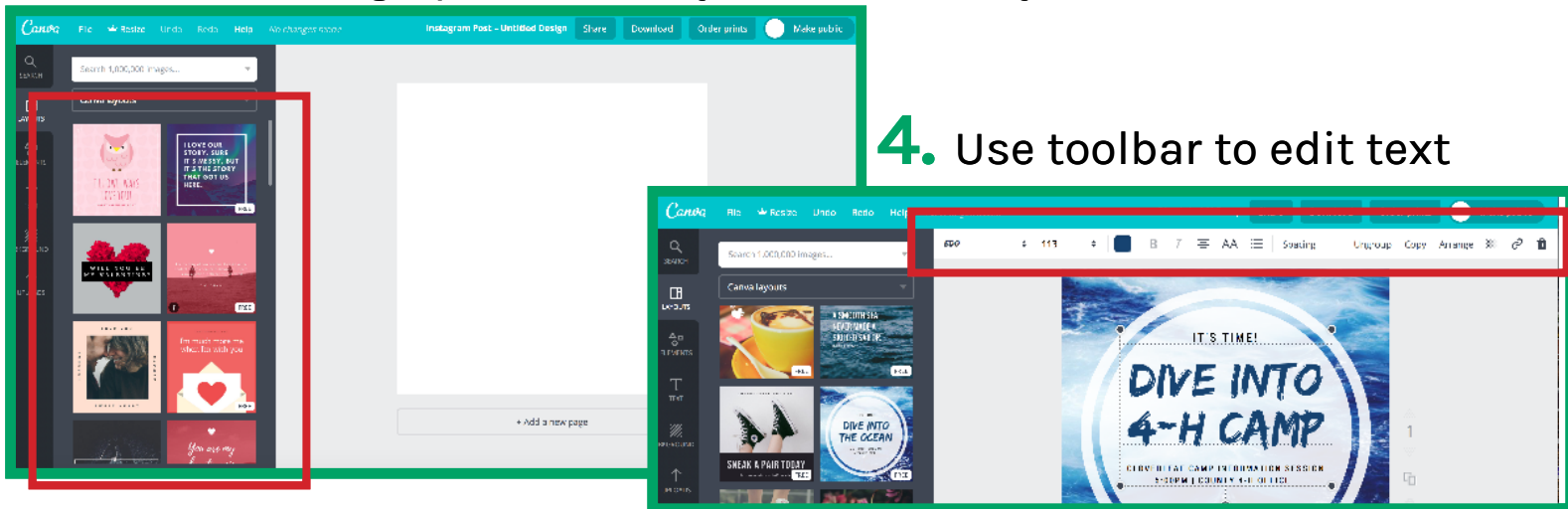
# HOW TO USE CANVA.COM



1. Create a free account on Canva.com
2. Click "Create a Design" and choose a template

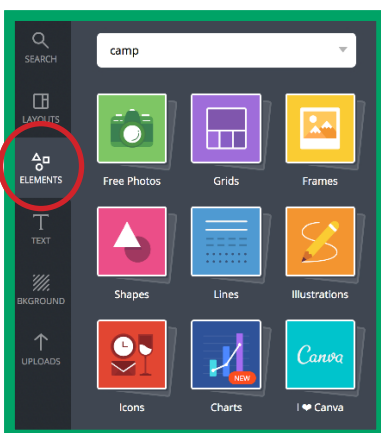


3. Browse through pre-made layouts or make your own

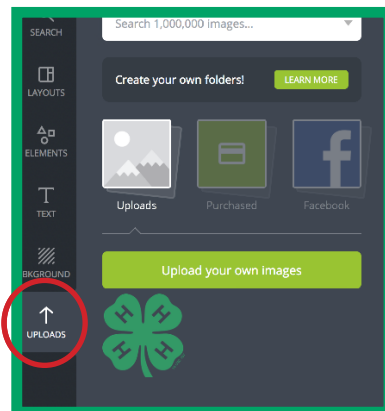


4. Use toolbar to edit text

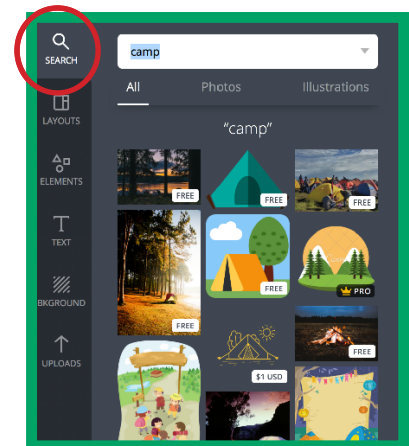
5. Use "Elements" tab to add shapes and graphics



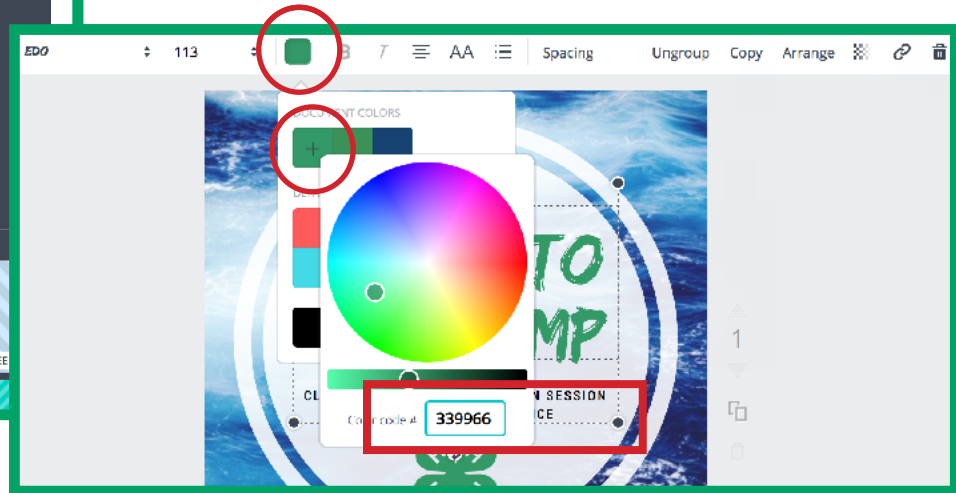
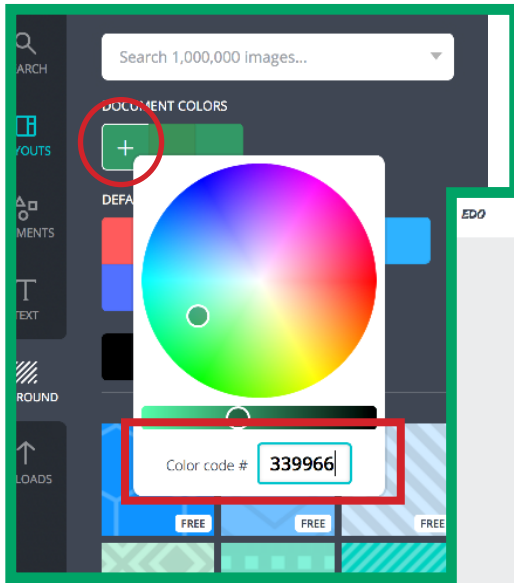
...or upload your own



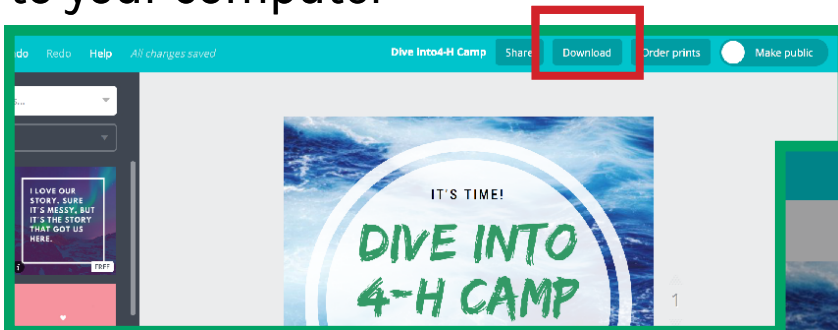
...or use the search bar



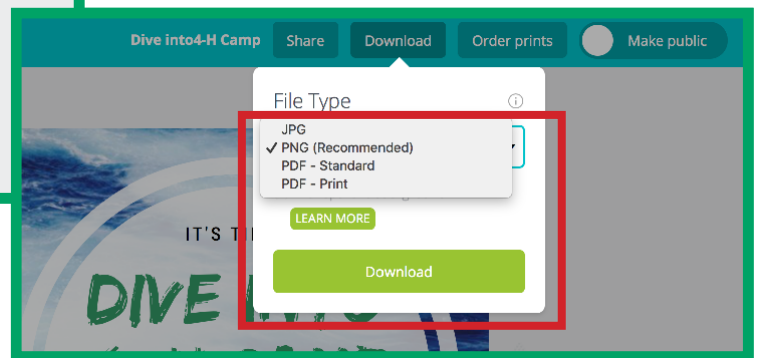
**6.** Use colors according to the Georgia 4-H Style Guide by entering specified color codes



**8.** Click "Download" to save the design to your computer



Social Media: JPG & PNG  
Print and Presentations: PDF



**9.** Share your design!

