Top 10 Management Practices for 4-H Clubs

1. Officially Recognized as a Kansas 4-H Youth Development Club
   a. Chartered
   b. Workable club constitution and bylaws
   c. A unique IRS EIN Number reported to the local Extension Office
   d. Aligned with Kansas and Geary County 4-H Youth Development policies
   e. Submit Annual Financial Report by deadline
2. Supportive and Engaged Adult Leadership
   a. All club volunteers have completed the volunteer screening process and been appointed as an official Geary County 4-H volunteer
   b. Commitment to 2-deep leadership
   c. Have a plan for leadership succession
   d. Utilize shared leadership for club activities
   e. Identified, trained Project Leaders who are held accountable for teaching
3. Active Parents Committee
4. Welcoming Environment
   a. Inviting, friendly, and safe
   b. Affirm and support one another
   c. Welcome and mentor new members and families
5. Trained, Supported, and Empowered Officers
   a. Officer/club leader partnerships
6. Effective Communication System
   a. Texting, social media, newsletter, calling tree, emails, etc.
7. Advanced Planning
   a. Develop, distribute, and use an Annual Calendar with Club and Project meetings and activities
8. Planned Meetings
   a. Safe environment
   b. Standard location
   c. Standard time
   d. Agenda: balance between club business/decision making, education/programs (learning about projects or life skills), and recreation/group building
9. Engaged Teen/Junior Leaders
   a. Youth/adult partnerships practiced
10. Value and Practice Service to Others
    a. Community service/service learning