

LEADER RESOURCE

What to know for club meetings, trips, and fundraisers

Club meeting reservations:

Please have one leader submit a [Room Request Form](#) to the 4-H Secretary. Please provide your meeting schedule starting in September up until October of the following year (example- for this current program year you would reserve your rooms from September 2018-October 2019). Club room requests should be submitted annually a few weeks after the Monmouth County Fair.

If you do not have your club meetings at the Ag Building, please provide the 4-H Secretary the [exact address of the location, along with the dates and times of your meetings](#) so that Rutgers Insurance can be obtained.

Attending an on-site event with your 4-H club:

For meetings and events that take place at the Ag Building.

In regards to reserving a room(s) for other meetings and events throughout the program year, please have one person from your planning committee submit a [Room Request Form](#) to the 4-H Secretary at least two weeks before the event occurs. The sooner a room is reserved the better!

Attending an off-site event with your 4-H club:

For meetings and events that do not take place at the Ag Building

Apply for Rutgers insurance at least 5 days before the event occurs (preferably, a week before to give 4-H staff enough time to get the insurance you need).

- a. When applying for insurance, please email the 4-H Secretary the following:
 - i. [The name of the event with a brief \(2-3 lines\) description.](#)
 - ii. [The date and the time of the event.](#)
 - iii. [The address of the event.](#)
- b. If an event involves several clubs attending, only the point-to person needs to file for insurance, not each club individually.
- c. You only need to file for insurance if you are **NOT** at a leader's property or if you are on county property. A leader is considered a 4-H volunteer who has completed the volunteer appointment process. County property is considered parks and libraries that are a part of the Monmouth County system.
- d. 4-H Staff will send you a copy of the insurance once received. Please make sure to have a print out on your person for events.

Hosting a fundraiser with your 4-H club:

Fill out the Monmouth County 4-H fundraising form.

- a. There are three pages to the fundraising packet:
 - i. [PAGE 1- keep for yourself.](#)
 - ii. [PAGE 2- submit to your staff liaison preferably 2 weeks before the event.](#)
 - iii. [PAGE 3- submit to your staff liaison preferable 1 month after the event.](#)
- b. Should multiple clubs be a part of one fundraiser, only one form needs to be filled out. The form should indicate the bank account in which the funds will be deposited into or the organization the funds will be donated to.
- c. Why is 4-H staff requesting these fundraising forms? It's so that we can best support club missions. If someone is to come into the 4-H office to question a fundraiser, we are able to have documentation as proof to where the funds are going. These forms are also used as a way for 4-H staff to report how active 4-H clubs are and how much outreach to the public they provide. Indirectly, these forms keep our organization going!