Accountable for our Funds
1. Public Organization – We are accountable for our funds to maintain the integrity of 4-H.
2. Monies received from dues, fundraising and other sources are owned by 4-H to be used for the benefit of all members and not owned by one member, leader or person.
3. Every 4-H club should maintain a record of its activities, contributions received, prepare and keep on file a record of its financial transactions. The club treasurer book must be submitted at the end of each 4-H club year to the County 4-H Office for review.
4. Make sure that youth are involved in the management of the club’s financial resources because this gives them an opportunity to develop valuable life skills.

Checking Accounts
1. All 4-H groups should establish a checking account at a public financial institution.
2. Use Form SS-4 to get a taxpayer’s identification number (see page 3 of treasurer book).

Fundraising for Educational Purposes
1. Fundraising programs using the 4-H name or emblem may be carried out for educational purposes.
2. Fundraising programs must have the approval of the County/State Extension Office.
3. Funds must not be used for personal financial gain for any individual.
4. Funds are to be used for educational purposes for the club. The purchase of personal items and souvenirs are not legitimate uses of money raised in the name of 4-H.

Review of Activities
1. The Extension Agent is responsible for reviewing the activities of each of the 4-H clubs.
2. The Club Report Form keeps the Extension Agent informed about your club’s activities.
3. Send within one week of the 4-H club meeting.
Dissolution of Group
1. Upon dissolution, all 4-H group assets and financial records must be turned over to the County Extension Office.
2. Funds will be turned over for deposit to the county 4-H Council to be used for 4-H Youth Development programs.

Volunteer Liability
1. Volunteers acting in a designated role are covered under state employee’s law (1995) Errors and Omissions Policy - $1,000,000 coverage where there is not physical injury or property damage.
2. Not tested but stated as coverage by University Legal Council (1994).
3. Volunteers should consider having their own personal liability insurance.

Automobile Insurance
1. Volunteers must rely on their own automobile liability insurance.

Activity Insurance
1. Richland County 4-H carries a yearly Accident Coverage for all 4-H members at $1.00 per member plus specified volunteer leaders/parents.
2. This covers each registered member and specified volunteers while participating in or attending regularly approved and adult supervised group activities.
3. Full coverage while traveling directly to and from the member’s home and the meeting place.
4. Horse program participants are covered for $2.00 fee.
5. Claim forms are available at the office.

We had a few questions about opening checking accounts for 4-H clubs. Here is the information from the state office:
Opening an account is just like opening a private account only instead of using a social security number your club is assigned a Federal ID number.
They also recommended, if possible, having the adult and youth on the account from different families. Your treasurer's record book, available from the county office, may help you with more questions. Colleen Svingen