



4-H Club & Project Leader Toolkit

2026 Training

Your Gallatin 4-H Team

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- Program oversight, volunteer support, policies, risk management, program development, county events, and anything you're not sure who else to ask about.

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- Enrollment, program logistics, communications, event support, volunteer resources, and day-to-day program questions.

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- Administrative support, office processes, forms, facilities, and general Extension office assistance.

Gallatin County MSU Extension

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Remember Your “Why”



VOLUNTEERS MATTER

A young person may not remember every meeting they attended.

They may not remember every lesson.

They may not even remember who taught them a particular skill.

But they may remember:

the adult who believed in them.

The adult who let them try.

The adult who listened.

The adult who encouraged them after a hard day.

The adult who trusted them with responsibility.

The adult who showed up.

That is the power of a 4-H volunteer.

You are helping young people develop confidence, leadership,
responsibility, communication, empathy, critical thinking,
collaboration, and the ability to serve others.

You are helping them discover what they can do — and who they
can become.

Volunteer Enrollment

Adults ages 19+ are eligible to enroll as 4-H Volunteers.

Volunteers must:

- Enroll each 4-H Year via ZSuite
 - Update information, sign waivers & Volunteer/Family Code of Conduct
- Pay \$10 Volunteer Fee
- Pass Background Check*
- Complete any State or County training(s) if applicable

Each September all current 4-H members/volunteers are closed out and turned Inactive. Starting October 1st anyone wanting to Volunteer with Gallatin County 4-H must enroll/re-enroll and pay your annual volunteer enrollment fee **BEFORE** you can lead/host/participate in club and project meetings.

- **ALL** volunteers must enroll/re-enroll to be considered active/certified, be covered by our accident/injury insurance and be allowed to conduct 4-H youth meetings/events/activities.
 - Check out our website for step-by-step instructions on how to enroll/re-enroll
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- **NEW VOLUNTEERS ONLY:**
 - Use the “New Enrollment Help Guide” for instructions on how to enroll in ZSuite for the first time. Once your enrollment is complete, the Office will submit your information for a background check.
 - NEW Volunteers ONLY will then be required to complete the Montana 4-H Volunteer Orientation Modules via the Clover Academy in ZSuite prior to being considered active/certified for the year (instructions and information for this are attached).

Volunteer Code of Conduct

Obtained and signed via ZSuite during Enrollment each year

General Information

The mission of Montana 4-H is to educate youth and adults for living in a global and ever-changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture. It strives to create environments in which young people are valued, contributing members of their community. Volunteers are one key to fulfilling this mission.

Standards of Behavior

These standards outline Montana 4-H Youth Program expectations of all those who work with youth. It represents a code of ethics which all volunteers must observe.

1. Work cooperatively with youth, families, volunteers, Montana State Extension Service faculty and staff and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.
2. Make all reasonable effort to ensure equal access to participation for all youth and adults, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.
3. Provide a safe environment; do not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful experiences including divisive and slanderous statements through email and social media.
4. Do not use alcohol or illegal substances while working with or responsible for youth, nor allow youth under supervision to do so.
5. Obey the laws of the locality, state and nation.
6. Strive to be a positive role model. By example, help individuals learn to respect and cooperate with others. Teach others to compete with honesty and fair play.
7. Notify Extension staff promptly of any incident that may violate MSU Extension policies.
8. Inform County 4-H Staff of any personal arrests or charges of criminal activity.
9. Accept supervision and support from County 4-H Staff while involved in the Montana 4-H program.

Child Abuse and Neglect Guidelines

As a volunteer of a youth serving organization, it is extremely important to be aware of your responsibility for child safety. Even though you are not required by law as a 4-H volunteer to report child abuse, it is important to insure that youth are in a safe environment and to report anything that is a risk to a child's welfare or suspected abuse. Child Abuse is the injury, sexual abuse, negligent treatment, emotional abuse or maltreatment of a child. Different types of abuse include:

VOLUNTEER AGREES TO:

Volunteers are asked to carefully consider the following expectations.

- Enroll as a volunteer.
- Support and abide by the Montana 4-H Volunteer Standards of Behavior and Child Abuse & Neglect Guidelines.
- Be supportive of 4-H programs, youth, other adults and staff members.
- Participate in meetings and volunteer trainings as appropriate to duties.
- Provide a safe, positive environment for youth and adults to grow, learn and develop.
- Inform youth and adults of events, activities and program opportunities.

Signature and Authorization - obtained and signed via ZSuite during Enrollment each year

I authorize MSU Extension to conduct checks of my Personal Background. I understand that misrepresentation or omission of information requested is just cause for non-appointment or removal as a 4-H volunteer. I also understand that this information will be reviewed by 4-H personnel in order to make decisions regarding my 4-H volunteer capacity.

4-H Family Code of Conduct

Obtained and signed via ZSuite during Enrollment each year

The 4-H Center & Montana State University Extension wants your participation in 4-H programs, events and activities to be filled with exciting experiences, new friendships and fun. To ensure a positive experience for all participants, it is expected that all 4-H'ers and their families be considerate of others, participate fully in the programming and observe the following expectations. If a situation or question arises which is not clearly covered by this list, ask an Extension Faculty/Staff member, volunteer leader, or chaperone before acting.

While attending 4-H activities and events at the club, county, state and national level, I will:

- Obey all rules established by the 4-H program, the local 4-H program and all local, state and federal laws.
- Conduct myself at all times in order to be a credit to the club, school and community.
- Dress neatly and appropriately for the occasion and in accordance with the activity dress code.
- Show respect for the rights and property of others; be courteous at all times.
- Be honest and not take unfair advantage of others.
- Refrain from disruptive behavior and swearing.
- Demonstrate sportsmanship, modesty in winning and generosity in defeat.
- Attend meetings and sessions promptly and respect the opinion of others in discussion.
- Be respectful of the authority of adult volunteers, youth leaders, 4-H staff and others in leadership roles.
- Not use, accept or carry alcohol, drugs or tobacco, or associate with others using the substances.

While attending overnight events, I will also:

- Not leave the activity or event unless permission is secured from my agent or chaperone.
- Not use my personal vehicle when it is not allowed by an event or trip.
- Care for the lodging property and respect the rights of other guests of the facility and observe all rules instituted by the property.
- Be in my sleeping area and stay there after curfew time and be out each day by the set time.
- Not enter the sleeping areas of members of the opposite gender and not invite non 4-H participants to the sleeping areas.
- Respect supervision at all times, being responsible to all adults connected with the trip or event.
- Be prepared to report to my local 4-H program knowledge gained by attending these activities.

General Behavior Expectations For Families

- Work cooperatively with youth, families, volunteers, Montana State Extension Service faculty and staff and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.
- Provide a safe, drug and alcohol-free environment; do not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful experiences including divisive and slanderous statements through email and social media.
- Accept the results and outcomes of all 4-H contests and events with grace and empathy for all participants.

Consequences

I understand, if I violate the General Behavior Expectations in the Code of Conduct, I will be asked to leave the event including 4-H meetings, fair and other 4-H activities/events. If dismissed from an event, it will be at my own expense. Repeat violations may result in loss of privilege to attend future 4-H activities, events or the ability to serve as a 4-H Volunteer.

4-H Volunteer Golden Rules

- ***Put youth first.***
 - Ask what the young person can learn, do, decide, or lead.
- ***When in doubt, ask.***
 - The Extension office would rather answer a question early than solve a problem later.
- ***Safety is everyone's responsibility.***
 - Don't assume someone else is watching, checking, or communicating.
- ***Follow the process.***
 - Forms, approvals, training, and policies exist to protect youth, volunteers, and the program.
- ***Communicate.***
 - Good communication builds trust and prevents problems.
- ***Let youth lead.***
 - We are developing young people - not creating perfect projects.
- ***Model what you want to see.***
 - Youth learn as much from how adults behave as from what adults teach.
- ***Have fun!***
 - 4-H should be meaningful, but it should also be fun, for youth **AND** adults.

Risk Management & Safety

4-H INSURANCE: KNOW THE DIFFERENCE

- Liability coverage ≠ medical/accident coverage.
- Liability coverage (i.e. we cause damage to a building 4-H is utilizing) is obtained through **MSU**. Submit location information to 4-H Office for coverage for the 4-H Year.
- Certified 4-H volunteers acting in their official volunteer capacity and youth members have access to the statewide **Montana 4-H** accident/injury insurance policy.
- Personal insurance is utilized first. Then 4-H insurance if needed. But this **does not** mean that every accident, injury, or medical expense will be covered.
- Montana 4-H also has additional insurance options for certain higher-risk activities.

Before an activity, ask:

- Is this an official 4-H activity?
- Is the volunteer certified and active?
- Is the activity covered under standard 4-H insurance?
- Does the activity require additional insurance?
- Are additional forms or waivers required?

Never assume that an activity is insured simply because it is connected to 4-H.

Contact the Extension office before planning activities that involve unusual, elevated, or specialized risks.

Emergency/Accident Protocol:

1. Contact emergency medical personnel (if necessary)
 - a. Youth members have Authorization to Treat waiver accessible in ZSuite
2. Contact parent of youth member
3. Notify Extension Agent
4. Incident Report Form

4-H Communication

Project/Club Rosters

- Office provides leaders with a roster of all current Project/Club members and their information (email, phone number, age, gender, etc)
- If members drop out, please let the office know so we can remove them from your roster.
- Be sure to utilize ALL listed email addresses

Newsletter

- Acts as our “one stop shop” for program communications.
- Project/Club leaders are to submit newsletter blurbs **by the 23rd of each month** to be included.
- Utilize Club Officers to submit meeting recaps, highlights, photos for the monthly blurb.

Email

- Main form of 4-H Communication.
- Read, re-read, share.
- CC Office when needed

BAND

- Announcements, cancelations, updates, etc.
- Full calendar of meetings, events, deadlines.
- Projects/Clubs can create their own BAND “page” for families to join.

Good communication prevents many problems before they happen.

Volunteers should:

- Communicate meeting dates, locations, expectations, and changes.
- Respond to families in a reasonable timeframe.
- Use approved 4-H communication channels when possible.
- Keep families informed about important deadlines.
- Direct questions outside your role to the Extension office.
- Communicate concerns early rather than waiting until a situation becomes a problem.

When in doubt:

- Ask the Extension office before making a decision that could affect the county program, youth safety, finances, insurance, or 4-H policy.

Gallatin County 4-H Unlimited Leaders Council Accounts Authorization Form

Check: _____
Date: _____

Payee Name: _____

Address: _____

Project/Event Account or Budget Line Item: _____

City State Zip: _____

Leader: _____ Phone: _____

Date	Amount	Description of Expense

TOTAL: \$ _____

Please complete the following: Complete the Authorization Form.

Gallatin County 4-H

Receipts MUST be the original receipt.

903 North Black

Attach receipt to this Authorization Form.

Bozeman, MT 59715

Original Authorization Forms & receipts need to be turned into the 4-H Office within 60 days.

(406)-582-3280

Authorized Leader's signature: _____ Date _____

Gallatin County 4-H Financial Assistance Form



Dear Applicant,

Gallatin County 4-H has three (3) county-wide committees that support our program operations; Unlimited Leaders Council (ULC), Foundation, and Market Livestock. The purpose of this 4-H Financial Assistance Form is to request funds from one of those committees to help support expenses associated with attending 4-H events, camps, workshops, trainings, expenses for Projects/Clubs, etc.

Please note that your request may be funded in full or in part, depending on the funds available. We request that each individual complete this financial assistance form to be considered for funding. This form must be submitted no later than the first Tuesday of the month PRIOR to the event occurring. This gives our committees time to discuss funds available to all who submit a request.

Thank you for requesting funds from Gallatin County 4-H to grow in your 4-H experience!

☐

Would you like to keep this application anonymous from the committee members?

Are you requesting as a or an:

Individual (Member)

_____ Individual (Volunteer)

_____ Club

_____ Project

Name:

Date: _____

Email:

Phone: _____

Address: _____

City:

State: _____

Zip: _____

Integrity Clause: The information that I have provided is accurate to the best of my knowledge.

Applicant's Signature: _____

Parent/Guardian Signature: _____

(If applicant is a minor)

If requesting funds as an Individual Member or Volunteer, please complete all questions #1-11:

If requesting funds on behalf of a Club or Project, please complete questions #1-4 & #8-11 only:

1. Please give a brief description of the activity, event or item for which you are requesting funds.
2. When and where is this activity or event to occur?
3. What will the benefiting participant(s) gain from this activity or event?
4. How will this activity, event or item benefit Gallatin County 4-H?
5. How many years have you been involved in 4-H? _____
6. Do you participate in a 4-H Club? YES / NO (circle one) If yes, please list your Club, and any positions/offices held.
7. Which 4-H Projects are you currently enrolled in?
8. Have you or your Club/Project received funding from Gallatin County 4-H before? What were the funds used for? How did you choose to share your experience with others?
9. Have you or your Club/Project solicited funding support for this activity/event from other avenues (ex. sponsorships/donors, Club support, Project side account funds, etc.)?
10. Have you or your Club/Project participated in a 4-H fundraiser this year? If yes, please list/explain.
11. How have you or your Club/Project recently served your community?

Funding Request:

Area:	Amount:	Note/Explanation:
Registration		
Materials		
Travel		
Lodging		
Other		
Total		

Total amount being requested? _____

Next Steps:

1. Submit your financial request form to the 4-H Office via email or drop off the hard copy.
2. Expect to hear from the 4-H Office within 1-2 business days after the funding committee's meeting regarding their approval/denial of your request.
3. If funded in any amount, write a thank you note to the funding committee. This helps the Committees to know more about the events and impact for the coming years.
4. Optional, but highly encouraged: Complete a follow-up activity.
 - a. Examples include: Submit an article to the monthly 4-H county newsletter about your experience, present about your experience to your Project/Club, display your project at a public event, enter a display about your activity/experience at Big Sky Country State Fair, help with concessions at MSU to help "give back" to 4-H and our fundraising efforts, etc.

The U.S. Department of Agriculture (USDA), Montana State University and Montana State University Extension prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Cody Stone, Director of Extension, Montana State University, Bozeman, MT 59717.

FOR OFFICE USE ONLY

Date Received _____ Funding Group: _____ ULC _____ GCF _____ MLC

Date Reviewed: _____

Funding Groups Response/Comments: _____

Request Denied: _____ Amount Funded: _____ BudgetLine Item: _____



Gallatin County 4-H Fundraiser / Sponsorship Approval Form

If your 4-H entity is planning to participate in any fundraising activity it is necessary to notify the Gallatin County Extension office of your intention. Please complete the following form and turn it into the Gallatin County Extension office **two weeks prior to the fundraising event or prior to soliciting donations**. Guidelines for 4-H Fundraisers can be found in the Gallatin County 4-H Policy and Procedures manual.

_____ SOLICITING DONATIONS

_____ FUNDRAISER

Club, Project or Committee: _____

Adult Contact Person: _____ Phone: _____

Does your club, project or committee have an EIN? _____ Yes _____ No

What is the purpose of raising funds for your 4-H club, project or committee? _____

SOLICITING DONATIONS: please list the businesses you plan to contact and the \$ amount:

FUNDRAISER

When will the fundraising take place? _____

Where will the fundraising take place? _____

The 4-H program is an educational program and all 4-H events and activities, including fundraisers, must have a clear educational goal or purpose and should be primarily for the benefit of 4-H members. Any event sponsored for the purpose of raising funds should be limited to fund raising to support the educational mission of 4-H. Those who raise funds under the 4-H name and emblem are ultimately accountable and responsible for their appropriate use.

Please describe your fundraiser in detail: _____

4-H Volunteer: _____

Date Submitted: _____

4-H Extension Agent: _____

Date Approved: _____



Gallatin County 4-H Post Fundraising Financial Report



This report should be completed **within 60 days of the 4-H fundraising event** and sent to the Extension Office. The intent of this form is to keep the Extension Office apprised of fundraising activities and to measure educational goals that are reached.

Has your fundraiser been approved by the County Extension Agent (circle) YES NO

If you responded NO, please attach a Fundraiser / Sponsorship Approval Form.

Club, Project or Committee: _____

Date of financial report: _____

Fundraising Activity: _____ **Date(s) of activity:** _____

Location(s) of activity: _____

Event Sponsor(s): _____

Who was involved?

Number of 4-H members: _____

Number of 4-H leaders: _____

Number of other adults: _____

Educational Goals Reached: _____

Budgeted

Actual

Income:

Expenses:

Net Profit (income – expenses)

We, the undersigned, do swear that the information contained herein is true and correct to the best of our knowledge.

Signed: _____ **Signed:** _____
(Club-Project Treasurer) (Adult Leader)

Date Received in the 4-H Office _____ **Agent Reviewed:** _____
Date Reviewed: _____