



4-H Club Leader's Toolbox

Organizing a meeting kit is one of best time savers for club leaders. These supply items will help the club leader be ready for each monthly meeting.

- Items to include:
- Blank "Kansas 4-H Participation Forms"
 - Blank VIP Leader Forms
 - Blank 4-H Enrollment Cards
 - 4-H Club Program Book
 - Copies of blank 4-H Club Meeting Agenda forms
 - Current County / District 4-H Newsletter
 - Current Issue of the Kansas 4-H Journal
 - National 4-H Council - Source Book
- File of:
- Club Members and Contact Information
 - Completed "Kansas 4-H Participation Form" for each member
 - Copies of 4-H Enrollment Cards for each member
 - VIP Registered Volunteers
 - Club Volunteers with Volunteer Role They Serve
- Miscellaneous:
- Pencils / Pens
 - Magic Markers
 - Tape - Transparent and Masking
 - Index Cards
 - Scissors
 - Paper Clips
 - Rubber Bands
 - Blank Paper
 - Paper Plates
 - Adaptor Plug /Extension Cord

County / District Extension Office may provide a Club Leader Notebook filled with resource information that will be helpful in your role.