October 24, 2007

Re: **Instructions for Completing 2007 Enrollment Year**

Dear 4-H Organizational Leaders:

This is just a reminder of some of the items we need from your club to complete your club records for the 2007 year. If you have questions, please give me a call.

- **End of the Year Check-off Sheet** – Organizational Leaders may use this check-off sheet when completing their club's end of year requirements.

- **Turn in Secretary Book** – Please make sure all the information about your club meetings, activities, etc., is completed. Especially review the last page(s) of your Club's Secretary's Book. This data is used to complete your club report for the 2007 year.

- **Have your Treasurer's Book Audited** – In order for the Treasurer's book to be audited, bank statements, returned checks, deposit slips, check book and treasurers book are required. You may have someone in your community/club do the audit or turn the information in to the Extension Office. (Note: If turned in to the Extension Office to be audited, it may be a little while before you get the materials back).

- **Annual Financial Summary Report** – From January 1, 2007 – December 31, 2007 needs to be submitted with the Treasurer's information. DUE: February 1st. (Copy Attached)

- **Maryland 4-H Club Recognition Program** - This is a self-assessment for your club. Please check the levels you have reached. Turn in with your Club Secretary and Record Books. (Copy Attached)

- **Record Books** – Have members complete their books and turn them in to the club leader or other designated person. Leaders need to look through them, make sure everything is complete, and sign if needed, and then bring them in to the Extension Office by February 1st.

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- **President's 4-H Volunteer Service Award Record** – Have members complete their record and turn in to the Extension Office by February 1st.

- **Diamond Clover Award** – A member is eligible for one level per year. Encourage your members to complete the report for the past year's activities and return the record to the Extension Office by February 1st.

Sincerely,

Ann C. Sherrard

Ann C. Sherrard
Extension Educator
4-H Youth Development