What Needs to be Turned in to 4-H Office for Club??

Checklist for Leaders

1. ___ Club Charter Application (New or Renewal)
2. ___ Club Information Sheet
3. ___ Club By-Laws (most current copy-should update in office if changes are made during year)
4. ___ Group Affiliation Agreement (New for 2013)
5. ___ Public Relations Efforts
6. ___ Annual Financial Summary Report
7. ___ Annual Property Report
8. ___ Annual Club Plan (Sanctioned 4-H events are only those events that 4-H Office is aware of)
9. ___ Previous years Secretary Book-if running for club of the year
10. ___ Achievement Night Nomination Form
11. ___ Enrollment/ Reenrollment forms for youth and Volunteers
12. ___ Behavior Expectations Forms
13. ___ Animal Science Code of Ethics for all youth working with animal projects

DUE TO 4-H OFFICE BY JANUARY 31, 2014

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