VOLUNTEER ORGANIZATIONAL LEADERS MEETING
Wednesday, October 30, 2013
7:00 p.m.

Agenda:

WELCOME

Reports for Community Events:
CROP HOP - October 19, 2013 – Gilbert Run
PAINTING TABLES AT FAIR –
CHRISTMAS AT THE FAIR – December 6-7, 2013 – Santa Workshop

IRS - -- Filing date and requirements

OCTOBER 15 – DUE TO THE COUNTY OFFICE:
1. 4-H Club/Group Annual Financial Summary Report
2. 4-H Club/Group Property Inventory Report
3. 4-H Club/Group Treasurer Book

NOVEMBER 15 – ALL 4-H Clubs must file 990 reporting Jan 1-6/30/2013
1. Must give a copy to 4-H office
2. Must file even if you do NOT handle any funds.

Due to county office in January:

Program Handbook – This is your planning guide and will provide documentation of your programs as needed. It fulfills the requirement of notifying the 4-H office of your club activities.
Secretary’s Book – This holds minutes of your meetings – IRS can request this for documentation of spending of funds. Some banks require this when changing signers on accounts.
Charter Renewal – Must be signed every year.
Affiliation Agreement Renewal - Must be signed every year.

Other items:
Calendar of Events
Clover program and clover usage
Child abuse reporting, Stand on Bullying and Social Media
Request for fundraiser and Travel sheet on the website under Volunteer Insurance for clubs
Food Permits and Overnight Standards for Events
4-H Club Check list
Record Books and Diamond Clover Completed forms Due December 16
Diamond Clover completed level 6 due at the State by Nov 1 must have been approved in September 2012. Diamond Cover Plans are due in the county office by January 31st.

CLUB ENROLLMENTS – Donna Mohler

Equal Opportunity Programs