

# Year at a Glance

## **Local Officer's End of the Year (September/October)**

Treasurer's Books - local club keeps files. Complete treasury review and return it to the office

Secretary's Books - local club retains copy for files

Officers Training- Clubs are responsible for training any officers that do not attend the county-wide training.

## **Enrollment Cards**

**Due to office by October 1 or as soon as your club has their October meeting.**

**May 1 Drop/add projects - must be in writing!** Phone calls are not accepted and emails are discouraged because there is no guarantee that we get them. ☺

Cloverbuds - Separate enrollment form for Cloverbuds

**4-H Publications** - notebooks, CCS, and other. Refer to "4-H Project Resource Guide" and "4-H Project Resource Order Form"

## **Management Team for Club**

Organizational Leaders - communication link for clubs

Parent Committee

Assist leader with specific tasks which may include but are not limited to:

- Recruiting Project Leaders

- Collecting Enrollment Cards & Health Forms

- Recognition & Awards

- Community Service

- Club Newsletter

- 4-H Day Coordinator

- New Families Coordinator

- Teen Leaders Coordinator

- Other Management Team Members

- Project Leader Trainer

- Recognition & Awards Leader/Trainer

- Public Presentations Trainer

- 4-H Council Rep. - Elect 2 per club

## **Setting Club Goals**

At beginning of year (usually by December 1), set aside time for members or a committee to discuss what kinds of things club members want to accomplish this year. Examples might include: community service, 100% Record Book Completion, Window Display, birthday recognition, more project leaders holding meetings, etc. This process should include a dissection of the club - youth and adults. These club goals must also be shared with the entire club so that everyone is working towards the same goals.