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.