

4-H Re-enrollment Leader Checklist

Club Name: _____ Leader(s): _____

All items listed below will be collected during your scheduled club audit. At the same time, we will review your club financials.

- Re-Enrollment forms for returning members and leaders
 - Check and update information
 - Sign and Date
- New Enrollment forms for New Members
 - Fill out completely
 - Sign and Date
- Medical/Media Release Forms
 - Collect one for every member (volunteers/parents/adults optional)
 - Make sure all portions are signed
- Participation Fee Club Form
 - Fill in all appropriate columns
 - Total at the bottom should match the number of enrolled members
 - Record all names that the fee is covering at the time it is turned in
 - Also record members who are paying their fees through a different club
 - Scholarships are available for families experiencing financial hardship
- Civil Rights Compliance Statement
 - Sign and Return
- Meeting Minutes
 - One copy of one club meeting required at time of audit
- Annual Summary Financial Report Form
 - Use to record all monies in and out of club treasury
 - Clubs with more than \$100 balance carried forward must open a bank account
 - Balance on annual summary must match bank statement
- Club Inventory
 - Complete in full each year to record club property
- Club Profile
 - Complete each year to help us keep our club directory updated
 - Be sure to list the project areas on the back of the form in which club members participate
- List of Officers
 - If Officers have been elected for this year, please bring a list of names to the club audit.
- Club Community Service Report
 - Complete and return
- Club Charters and EIN Numbers
 - Kept on file at Extension Office- Will be verified at club audits
- Network Subscription Forms
 - Collect and submit for anyone interested in a Network Newsletter Subscription (receiving a mailed copy).



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Club Audit Meeting Date & Time:

**Club Audits Must Be Scheduled
before December 15!!**