

2009-10 4-H Re-enrollment Leader Checklist

Club Name: _____ Leader(s): _____

- Re-enrollment forms for returning members and leaders
 - Check email addresses
 - Verify contact information
 - Update project areas
 - Member-Parent-Leader Signatures
 - Collect and record participation fees (members only) on forms
- New member enrollment forms for new members
 - Check email address
 - Member-Parent-Leader Signatures
 - Collect and record participation fees on forms
- Medical/Media Release Forms
 - Collect one for every member and parent- especially adults planning to attend workshops and statewide events.
 - 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
- 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 select the project areas on the back of the form in which club members participate
- Club Community Service Report
 - Complete and return
- Club Charters and EIN Numbers
 - Will be verified at club audits
 - Every club must have these two items
- Network Subscription Forms
 - Were distributed to all members, but extras are provided for your convenience



Club Audit Meeting Date & Time:
