



Tulare County 4-H Youth Development Program • 4437-B S. Laspina St • Tulare, CA 93274
(559) 684-3300 • Fax (559) 685-3319 • http://ucanr.edu/sites/4-H_Tulare/

May 10, 2021

This checklist provides all the financial and additional program related documents that are **REQUIRED** to be submitted at the end of the year to the County 4-H Office by **July 29, 2021**.

The [Treasurer's Manual](#) and all forms on the checklist can be found on the [California 4-H website](#). If you have any questions about this list, please contact the Tulare County 4-H Office at (559) 684-3300 or email mederos@ucanr.edu.

State Required Forms			
Club Name:	Done	Need to Complete	Notes
Financial Reporting Forms – Included in Club Treasurer Book			
(2020-2021) Annual Inventory Report Form 6.2			
(2020-2021) Annual Financial Report Form 6.3			
(2020-2021) Year-End Club Peer Review Report Form 8.5 ; Form will be uploaded by UCCE 4-H Staff in the 4-H Annual Financial Reporting System.			
(2020-2021) Year-End Club Peer Review Checklist Form 8.6 ; Form will be uploaded by UCCE 4-H Staff in the 4-H Annual Financial Reporting System.			
(2020-2021) Completed Club Treasurer Book			
Other 4-H Program Forms – Included in Club Secretary Book			
(2020-2021) 4-H Club Program Planning Guide			
(2020-2021) Outreach Methods Documentation Form - OR- Complete online survey . Include copy of ALL supporting documents.			
(2020-2021) Completed Club Secretary Book			
Other Responsibilities			
Enrollment Form pages 7,8, 11 & 12 for youth and pages 6, 9 & 10 for adult enrollments completed using paper forms (not online by the family).			
(2020-2021) Online Financial Reporting (System opens July 1 st)			
(2020-2021) Final Enrollment Payment (Invoice will be sent in July)			
(2020-2021) Club Award Order			
(2020-2021) Record Books & Club Officer Books for County Evaluation – due Thursday, July 15, 2021 .			
(2020-2021) County Award Nominations			
(2020-2021) Scholarship Applications			