**Year-End Documents Checklist**

**Submit Hard-copy documents/books on Saturday, August 27th, 2022 at Leader Training  
Leader Training will take place at the YAL Center in Rohnert Park**

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| --- | --- | --- |
| **State Required Forms\*** | | |
| 1. Financial Reporting Forms | **Done** | **Notes** |
| [Annual Inventory Report 6.2\*](http://4h.ucanr.edu/files/19875.pdf) |  | **These forms are part of the Secretary/Treasurer’s books. Additional copies of the listed forms are required for the office.**  **Copies** of forms 6.2, 6.3, 8.5, 8.6, budget (form 8.4) and fundraising approvals (form 8.7) must be turned in to the 4-H office. Paper forms or emails are accepted by the 4-H office. |
| [Annual Financial Report 6.3\*](http://4h.ucanr.edu/files/23114.pdf) |  |
| [Year-End Club Peer Review Report 8.5\*](http://4h.ucanr.edu/files/19876.pdf) |  |
| [Year-End Club Peer Review Checklist 8.6\*](http://4h.ucanr.edu/files/19877.pdf) |  |
| [2022-2023 Club Budget 8.4](http://4h.ucanr.edu/files/23117.pdf) |  |
| [2022-2023 Fundraising Approval 8.7](http://4h.ucanr.edu/files/19878.pdf) |  |
| [2. Club Program Planning Guide\*](http://4h.ucanr.edu/files/167444.pdf) |  | Due at Leader Training (8/27) *one copy is part of the Secretary Book. Please provide a second copy of the guide to go to the office.* |
| [3. Outreach Methods Documentation Form](https://ucanr.edu/sites/SoCo/files/330554.pdf) |  | Due at Leader Training (8/27) |
| **County Required Forms\*** | | |
| [4. 4-H Club Information 2021-2022 Sheet](https://ucanr.edu/sites/SoCo/files/354228.pdf) |  | Due at Leader Training (8/27) |
| [Member Achievement Award and Proficiency Pin Order Form](https://ucanr.edu/sites/SoCo/files/354529.pdf) |  | Due at Leader Training (8/27) *one copy for the office, one copy to I&R Committee Chair* |
| **County: Officer Books** | | |
| Submit books with the cover sheet using [Club Inventory Of Record Books/Documents Form](http://ucanr.edu/sites/SoCo/files/331893.xls) | | |
| [4-H Record Books](http://4h.ucanr.edu/Resources/Member_Resources/RecordBook/) |  | Record Books must be submitted and evaluated digitally. **Submit books by Monday, September 5th** |
| [Secretary’s Book](https://ucanr.edu/sites/SoCo/files/327711.pdf)\* |  | Due at Leader Training (8/27) (hard copy) |
| [Treasurer’s Book](http://4h.ucanr.edu/files/14647.pdf)\* |  | Due at Leader Training (8/27) (hard copy) |
| [Editor’s Book](https://ucanr.edu/sites/SoCo/files/354229.pdf)/Newsletter |  | Due at Leader Training (8/27) (hard copy) |
| **County: Award Forms** | | |
| [4-H Community Service Learning Award](https://ucanr.edu/sites/SoCo/files/354226.pdf) |  | Due at Leader Training (8/27) |
| [Club Attendance Award Application](https://ucanr.edu/sites/SoCo/files/354233.pdf) |  | Due at Leader Training (8/27) |
| [4-H Club Achievement Award Application](https://ucanr.edu/sites/SoCo/files/146450.pdf) |  | Due at Leader Training (8/27) |
| [Club Editor’s Book/ Newsletter Award](https://ucanr.edu/sites/SoCo/files/354229.pdf) |  | Due at Leader Training (8/27) |
| [Club Secretary’s Award](https://ucanr.edu/sites/SoCo/files/327711.pdf) |  | Due at Leader Training (8/27) |
| [Treasurer Scoresheet](https://ucanr.edu/sites/SoCo/files/246154.pdf) |  | Due at Leader Training (8/27) |

*\* Minimum required to maintain 4-H charter. Failure to submit may result in probation or suspension.*