

# 4-H Secretary and Treasurer Book Guidelines

Dear 4-H Clubs,

This guide is to assist you in preparing the annual documents required by the California 4-H Youth Development program for you to maintain your club charter and remain a club in good standing. Your reporting will have two due dates:

- Beginning of the Year Submission:
  - Last Friday of October for the NEW 4-H year
- End of Year Secretary and Treasurer Club Book Submission:
  - Last Friday of August for the 4-H year just concluded

The documents provided in your club books are an evaluation and assessment of your 4-H year and allows the 4-H staff to make determinations regarding needs for future education, support, and resources.

All required documentation has a referenced web-link. Please use these web-links to ensure you are using the most current and up-to-date forms for your reports.

Remember to start early and ask for help if needed.

SECRETARY BOOK ELEMENTS

Items Required	Beginning of the Year Submission	End of the Year Submission (Club Books)
Constitution/By-Laws/Project Rules <i>(Must be approved, signed, and reflected in minutes every year)</i> <a href="http://4h.ucanr.edu/Administration/Policies/Forms/">http://4h.ucanr.edu/Administration/Policies/Forms/</a>	<ul style="list-style-type: none"> <li>Submit new/revised for current year for signature</li> </ul>	<ul style="list-style-type: none"> <li>Submit approved/signed copy for year just concluded and put a (post-it) note of which monthly minutes it was approved.</li> </ul>
Club Program Planning Guide <a href="http://4h.ucanr.edu/files/167444.pdf">http://4h.ucanr.edu/files/167444.pdf</a>	<ul style="list-style-type: none"> <li>Section 2 – Membership and Club Goals, page 3: check items your club plans to complete in the left “Planned” column</li> <li>Section 3 – Leadership, page 4: check items your club plans to complete in the left “Planned” column</li> <li>Section 4 – Community Goals, page 5: check items your club plans to complete in the left “Planned” column</li> </ul>	<ul style="list-style-type: none"> <li>Section 1 – Minimum Requirements, Page 2: check items your club completed in the right “completed” column</li> <li>Section 2 – Membership and Club Goals, page 3: check items your club completed in the right “completed” column</li> <li>Section 3 – Leadership, page 4: check items your club completed in the right “completed” column</li> <li>Section 4 – Community Goals, page 5: check items your club completed in the right “completed” column</li> </ul>
4-H Officer’s Manual <a href="http://4h.ucanr.edu/files/167443.pdf">http://4h.ucanr.edu/files/167443.pdf</a>	<ul style="list-style-type: none"> <li>Club Officer Team: Page 16</li> <li>Annual Club Planner: Page 37</li> </ul>	<ul style="list-style-type: none"> <li>Club Meeting Agendas – one per meeting: Page 32 &amp;/or page stating no meeting that month.</li> <li>Club Meeting Minutes – one per meeting: Page 33 &amp;/or page stating no meeting that month.</li> <li>Club Meeting Planner: Page 36</li> <li>Outreach Methods Documentation: Page 38</li> </ul>
Club Outreach Planner <a href="http://cesanbenito.ucanr.edu/4-H_Program/Forms/">http://cesanbenito.ucanr.edu/4-H_Program/Forms/</a>	<ul style="list-style-type: none"> <li>Submit for review and approval</li> </ul>	<ul style="list-style-type: none"> <li>Include approved plan</li> </ul>
Club Roster <i>(Database roster available from 4-H Office)</i>		<ul style="list-style-type: none"> <li>Include club roster for year just concluded</li> </ul>
Roll of 4-H Members (Attendance Sheet)		<ul style="list-style-type: none"> <li>Include roll call for year just concluded</li> </ul>
List of Club Officers		<ul style="list-style-type: none"> <li>Include list of officers for year just concluded</li> </ul>

Correspondence (Copies of what you sent, actuals received)		<ul style="list-style-type: none"> <li>• Include all correspondence from year just concluded (copies sent and actuals received)</li> </ul>
ADA Accommodation Request forms if used <a href="http://cesanbenito.ucanr.edu/4-H_Program/Resources/">http://cesanbenito.ucanr.edu/4-H_Program/Resources/</a>		<ul style="list-style-type: none"> <li>• Provide request if utilized or page stating not applicable.</li> </ul>

**TREASURER BOOK ELEMENTS**

<b>Items Required</b>	<b>Beginning of the Year Submission</b>	<b>Use on-going as needed</b>	<b>End of the Year Submission (Club Book)</b>
4-H Treasurer's Manual <a href="http://cesanbenito.ucanr.edu/files/169039.pdf">http://cesanbenito.ucanr.edu/files/169039.pdf</a>	<ul style="list-style-type: none"> <li>• Form 8.4: 4-H Club Budget, page 45</li> </ul>	<ul style="list-style-type: none"> <li>• Form 8.7: Fundraising Approval, required for all fundraising activities, page 49</li> <li>• Form 8.9: Club Check Request, page 52</li> <li>• Form 8.10: Missing Receipt, page 53</li> </ul>	<ul style="list-style-type: none"> <li>• Form 6.2: Annual Inventory Report with photos, page 36</li> <li>• Form 6.3: Annual Financial Report, page 37</li> <li>• Form 8.1: 4-H Club Ledger (one per month), page 42</li> <li>• Form 8.2: 4-H Club Project Ledger (if needed), page 43</li> <li>• Form 8.3: Checkbook Balancing form (one per month), page 44</li> <li>• Form 8.4: 4-H Club Budget, page 45</li> <li>• Form 8.5: Year End Peer Review Report, page 47</li> <li>• Form 8.6: Year End Peer Review Checklist, page 48</li> <li>• Form 8.7: Fundraising Approval, page 49</li> <li>• Form 8.7: Fundraising Approval, page 49</li> </ul>
Copy of bank signature card	X		X

SECRETARY BOOK ORDER and **SCORE SHEET**

Club Name \_\_\_\_\_

Items Required	Points Possible	Points Scored
Table of Contents	5	
Constitution ( <i>Must be approved, signed, and reflected in minutes every year</i> )	20	
By-Laws ( <i>Must be approved, signed, and reflected in minutes every year</i> )	20	
Club Program Planning Guide: Section 1 – Minimum Requirements, Page 2	10	
Club Program Planning Guide: Section 2 – Membership and Club Goals, page 3	10	
Club Program Planning Guide: Section 3 – Leadership, page 4	10	
Club Program Planning Guide: Section 4 – Community Goals, page 5	10	
4-H Officer’s Manual: Club Meeting Agendas – one per meeting: Page 32 ( <i>and/or page stating not a meeting that month</i> )	12	
4-H Officer’s Manual: Club Meeting Minutes – one per meeting: Page 33 ( <i>and/or page stating not a meeting that month</i> )	12	
4-H Officer’s Manual: Club Meeting Planner: Page 36	15	
4-H Officer’s Manual: Outreach Methods Documentation: Page 38	15	
Club Outreach Planner	15	
Club Roster	5	
Roll of 4-H Members ( <i>Attendance Sheet</i> )	5	
List of Club Officers	5	
Correspondence ( <i>Copies of what you sent, actuals received</i> )	6	
ADA Accommodation Request forms if used ( <i>or page stating no ADA for your club</i> )	5	
Neatness and Organization	10	
On Time	10	

Points: 200 – 180: Gold <b>Comments:</b> 179 – 160: Blue 159 – 130: Red 129 – 100: Green	200	
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TREASURER BOOK ORDER and **SCORE SHEET**

Club Name \_\_\_\_\_

Items Required	Points Possible	Points Scored
Table of Contents	5	
Treasurer's Manual: Form 8.4: 4-H Club Budget (including all signatures), page 45	20	
Treasurer's Manual: Form 8.7: Fundraising Approval, required for all fundraising activities, page 49 (other than Pancake Breakfast or include page with "Not Applicable")	7	
Treasurer's Manual: Form 8.1: 4-H Club Ledger (one per month), page 42	24	
Treasurer's Manual: Form 8.2: 4-H Club Project Ledger (if needed), page 43 (for projects that spend club funds or a note stating none of the projects used club funds)	10	
Treasurer's Manual: Form 8.3: Checkbook Balancing form (one per month), page 44	24	
Treasurer's Manual: Form 6.2: Annual Inventory Report (with photos of items over \$500), page 36	10	
Treasurer's Manual: Form 6.3: Annual Financial Report, page 37	15	
Treasurer's Manual: Form 8.5: Year End Peer Review Report, page 47	15	
Treasurer's Manual: Form 8.6: Year End Peer Review Checklist, page 48	15	
Copy of bank signature card or printout from the bank of account signatures	10	
Neatness and Organization	10	
On Time	10	
Mid-Year Report or Mid-Year Checklist (Bonus Points 5 each)	+1-10	

Points 175 – 157: Gold 156 – 140: Blue 139 – 122: Red 121 – 105: Green	<b>Comments:</b>	175
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HISTORIAN BOOK ORDER and SCORE SHEET

Club Name \_\_\_\_\_

Items Required	Points Possible	Points Scored
<b>Neatness....</b> Photos, News Clippings, Invitations/Flyers/Brochures or similar material, Descriptions	20	
<b>Creativity</b>		
Create and interesting and eye-appealing presentation	20	
Stories, clippings, captions, etc. are linked to pictures	20	
Color added to album to add interest	20	
Has found a way of grouping information to create a story of the club (i.e. used headers or titles to separate one group of pictures, clippings, and stories from another set of material)	20	
Points 100-96: Gold <b>Comments:</b> 89-80: Blue 79-70: Red	100	