

Club Forms Checklist



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

Forms Due Annually to County Office

- Farm Use Requests due to County Office for Steers – August 15
- Annual Online Financial Reporting – August 31
- Annual Financial Report Forms – September 15
- Project List with Leaders and Executive Board Members – October 1
- Budget – October 15
- Membership Confirmation (Medical forms and first round club fees) - November Enrollment Saturday
- Farm Use Requests due to Farm Manager (for applicable farms/clubs) – November 15
- Club Planning Guide – December 15
- Outreach Methods Documentation Form – April 15
- Second Enrollment Check - Upon request from county office – between July-August

Forms Due as Needed

- Fundraising Request Form
 - Send to county office as soon as fundraising project has been approved by membership
- By-Laws and Constitution Updates
 - As soon as this has been approved by membership, copies should be sent to County Office for review

Should be kept at County Office

- Conflict Resolution Board Member names
- Club By-Laws and Constitution
- Bank account signers and club EIN number