

# Club Required Documents Guide

UC 4-H – Santa Barbara County

6.2021

University of California  
Agriculture and Natural Resources



Submit all Paperwork to:  
Andrea: aeborunda@ucanr.edu

Documents Required	Due Date
Annual Club Planner/ Club Meeting Planner	October 1st
Fundraising Approval Form 8.7	October 1st
2021-22 Club Budget Form 8.4	October 1st
1st Installment of Enrollment Fees Due	December 15th
Final Installment of Enrollment Fees Due	June 15th
List of Members Not in Good Standing	July 1st
4-H Club Information/Projects (for the upcoming year)	July 1st
Facility Use Agreement for Meeting Facility	July 1st
Annual Request to Access Club 4-H Program Fees <i>only submit document if you plan to have extra club fees</i>	July 1st
Outreach Methods Decoumentation Form and supporting documents	August 1st
Program Planning Guide 2020-2021	August 1st
County Evaluation Record Book Information	August 1st
Annual Inventory Reporting Form 6.2	August 1st
Annual Financial Reporting Form 6.3	August 1st
Year-End Club Peer Review Report & Checklist Form 8.5 & 8.6	August 1st
2020-21 Club Approved Budget - w/ "Actual to Date"	August 1st
County and Club Officer Record Book Evaluations	TBD