



Does your club have a bank account?  No  Not previously, but we would like to open one.  
 Yes - **If yes, please complete the following section:**

Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_

Signers on Account: \_\_\_\_\_

Have primary club leader and youth treasurer attended the required "Financial Training"?  Yes  
 No, please schedule this for our club

4-H Clubs with bank accounts must submit the following Year End Paperwork **by November 1:**

- **Peer Audit Report:** Each club must assemble a Club Audit Committee made up of youth members and adult leaders that are not involved with financial transactions of the club to review your finances and complete an Audit Report before November 1. Audit Report Forms, guides, and examples will be provided.
- **Financial Report** – completed by club treasurer
- **Property Inventory Form** - completed by club treasurer
- Extension staff are required to audit 10% of clubs with finances and all leaders' council finances every year. You will be contacted in December if your club is included in the audit this year.

### Important notes for all clubs:

- If your club makes any changes to your Club Constitution & Bylaws, please send an updated version to the 4-H Office for our records.
- 4-H Volunteer Background Checks must be renewed every 3 years. You will be contacted when it's time to complete a new Background Check.
- If your club has a social media account; it must be set to **PRIVATE**, the 4-H Coordinator must have administrative privileges, and only **currently enrolled** volunteers, members, and their parents should be able to view the page. Purge the account of old members every year!
- Youth members and adults may accept or decline for their photo to be taken and used when they enroll at [www.4honline.com](http://www.4honline.com). Please check with the 4-H office for a list (it does not appear on club leader portal) of those in your club who have declined to have their photos taken before sharing anything publicly.

What additional support can the 4-H Program Coordinator offer your club at this time?

---

---

### Annual Curriculum Order:

The 4-H Office has a vast library of peer reviewed 4-H Curriculum from across the Country - you may make an appointment to check out these resources and/or copy them for your club. If we do not have a piece of curriculum you would like to use please reach out so we can make a bulk order at the beginning of the 4-H year. Please visit [www.shop4h.org](http://www.shop4h.org) to view 4-H curriculum available for purchase.

- **Complete Books:** \_\_\_\_\_
- Annual Record Book only: \_\_\_\_\_
- Permanent Record Book only: \_\_\_\_\_
- Additional Project Record Sections: \_\_\_\_\_  
(recommended for members doing multiple projects)

### Return completed form to:

**Anji Scalf**  
4-H Program Coordinator  
[anji.scalf@wsu.edu](mailto:anji.scalf@wsu.edu)  
121 Oak Bay Rd.  
Port Hadlock WA 98339  
360-379-5610 ext 208