



WASHINGTON STATE UNIVERSITY  
EXTENSION



# Annual 4-H Club Plan

## 4-H Year: 10/2024-9/2025

Please return this completed form to the Extension Office.

**DUE DECEMBER 1**

Club Name

Club Facebook Page or other Web Address

Regular Meeting(s) Physical Address *(add additional page if needed)*

Regular Meeting Date and Time

### Adult Volunteers

Name	Leadership Role / Projects or Activities Supported

### Youth Club Officers \*Common Officer Roles \*\*REQUIRED for clubs with funds

President\*:

Reporter:

Vice President\*:

Historian:

Secretary\*:

Treasurer\*\*:

Photographer:

## Yearly Club Plans

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Service Learning Project(s):

Fundraiser(s):

Club Goals for Current 4-H Year:

### Club Program Calendar

Month	Meeting Date(s)	Brier Description of Activity or Educational Focus
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		

*The following section DOES NOT need to be returned to the Extension Office.*

Once your club has established leadership roles (adults & youth) and a plan (activities & goals) consider the following tips to help your club succeed in meeting its goals:

- Help the Club Officers stay organized and proactive by following guidance from the 4-H Club Planning Guide, Secretary’s Book, and Treasurer’s Book. Contact the Extension Office for copies.
- Make a communication plan:
  - How and when will leaders and officers connect to plan meetings?
  - Would a phone tree be helpful in the event important information or reminders need to be shared?
  - Who is responsible for making sure important updates from the 4-H office are heard and understood by the clubs members, leaders and families?
- Routinely revisit your Annual 4-H Club Plan to make sure you’re on track for meeting your goals. If not, why not? Does the club need to set new goals?

**If your club handles funds:**

- Support youth members in developing a budget. Large clubs or clubs with large sums of money may benefit from starting a budget committee that develops a draft budget to present to the membership to finalize before a vote.
- Check out the WA 4-H *Treasurer’s Handbook* and *Leader’s Guide to the Treasurer’s Handbook*. Contact the Extension Office for copies. They include instructions on how to manage club funds and hands-on activities for the club members to do in order to set funding goals and plans.
- Considering using a simple template, like the one below, or the one in the *Treasurer’s Handbook* to get organized for the year.

### Simple Club Budget Plan

Budget for October 1, 2024 to September 30, 2025		
Item	Income	Expense
<b>Projected/Actual Income:</b>		
<b>Total Income:</b>		
<b>Projected/Actual Expenses:</b>		
<b>Total Expenses:</b>		
Yearly Budget Balance		
Carryover Funds from Previous 4-H Year		
<b>Projected Ending Balance</b>		