



Annual 4-H Club Plan and Budget

This form can be turned in as early as **October 31st**. Please return completed packet to the Extension Office no later than December 1. Clubs will not be activated until paperwork is turned in and reviewed.

Send completed form to: Julie Hartz
Mail: 205 W Main Ave, Ritzville, WA 99169
Email: julie.hartz@wsu.edu

4-H Club:

4-H Club Name

Facebook Page or Web Address

Regular Meeting Place

Regular Meeting Date and Time

General Leader:

Name

Phone #(s)

Email or Contact Address

Enrolled Leaders:

Name

Phone #(s)

Email or Contact Address

Name

Phone #(s)

Email or Contact Address

Name

Phone #(s)

Email or Contact Address

Name

Phone #(s)

Email or Contact Address

Name

Phone #(s)

Email or Contact Address

Club/Group Bank Account Authorized Signers:

Adult Co-Signer 1: _____

Adult Co-Signer 2: _____

4-H Club Name: _____

Club Officers:

(*Required: Provide an update to the Extension Office if new officers are elected later in the year.)

President:* _____

Reporter: _____

Vice President:* _____

Recreation: _____

Secretary:* _____

Historian: _____

Youth Treasurer:* _____

Sgt. At Arms: _____

Scrapbook: _____

Other: _____

Junior/Teen Leaders: _____

Provide Names of 4-H Club Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Club Plans:

Focus/Theme: _____

Service Project(s): _____

Fundraiser(s): _____

Goals for Current Year:

1. _____
2. _____
3. _____

4-H Club Program Calendar

Month	Meeting Plans or Activity Description	Educational Focus
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		

Yearly Budget:

Budget for October 1, _____ to September 30, _____

Projected Income: _____

Item/Fundraising Activity	Income	Totals	Balance	Actual*

Projected Expense: _____

Item	Expense	Totals	Balance	Actual*

Total Income _____

Total Expenses _____

Budget out of Balance Amount** _____

* The actual column is completed as the year proceeds and can help determine if you are on track with your budget and is a great help in figuring next year's budget.

** A negative balance can be balanced with funds that may be available from last year.

The 4-H program is an educational program and clubs/groups may not maintain a high balance from year to year unless preapproved by Extension. Keeping a balance that will pay for 6 months of expenses is appropriate and allows the club/group a "cushion" if fundraising efforts are not successful (See WSU 4-H Policy And Procedure Handbook.)