



4-H Graduate Survey for the _____ 4-H Club of San Juan County

To the best of your knowledge, please answer the following questions for the end of the 4-H year 2022. This information will help us further validate the value of the Washington State 4-H Program in our county.

Part I: How many of the former members of your 4-H club program were:

- A. “Graduates” or “Program Completers” in 2022: _____ (total) That is, the total number of those 4-Hers in your club completing the 4-H program by receiving a high school diploma or GED and/or reached the age 19 (too old to be a 4-H’r)

Part II: Among your 4-H program completers, how many of them:

- B. Are now attending/enrolled in a post high school educational program* and are not working?

- C. Are now attending/enrolled in a post high school educational program* and are working?

- D. Have a full or part-time job and are not attending/enrolled in a post high school educational program? _____
- E. Do not have a full or part-time job and are not attending/enrolled in a post high school educational program? _____
- F. Have an unknown status (i.e., you just don’t know)? _____

Thank you!

If you have questions about this survey please contact Jennifer Krembs at 360-350-2209 or at jennifer.krembs@wsu.edu.

Remember: The total for questions B through F must equal the number you entered for the number of “graduates/program completers” in A.

*May include certificate programs, cosmetology/beauty school, military, vocational school, apprentice programs, community college, 4 year college or university, etc.

(9/18/23)

WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

Figure 10

**4-H CLUB/GROUP/AUTHORIZED UNIT
ANNUAL FINANCIAL SUMMARY REPORT
TO WASHINGTON STATE UNIVERSITY EXTENSION**

Reporting Year October 1, ____ to September 30, ____ Tax ID# (EIN) _____

Club/Group Name _____ Club/Group # _____ County _____
Savings Checking

Beginning Balance Date _____ \$ _____ \$ _____

Income this year \$ _____ \$ _____

Expenses this year \$ _____ \$ _____

Ending Balance Date _____ \$ _____ \$ _____

Bank Name _____

Account #: (checking) _____ (savings) _____

List any Donors and Fundraising Activities
Description

_____ \$ _____

_____ \$ _____

Date IRS Form 990 filed if required: _____, 20 ____
(Required if Gross \$50,000 or greater.)

Treasurer's Signature _____

Treasurer's Name (Printed) _____

Date Peer Review Completed: _____, 20 ____

Peer Review Committee
Chair's Signature _____

Chair's Name (Printed) _____

Date Received in county 4-H Extension office: _____, 20 ____

Date Received in State 4-H office: _____, 20 ____

*Attach list of equipment or other assets the club/group/council owns.
Include date acquired and current value.*

This Form Due into the county 4-H Extension office by December 1 of current 4-H year.

APPENDIX A

A PEER REVIEW OF THE BOOKS

The financial reports of every club/group or organization should be reviewed and audited on a yearly basis as sound fiscal management practice. It should be a simple but careful check of how well the Treasurer and the group are handling funds. The President or Chair of the organization may appoint a Peer Review Committee. Make it a practice to always audit the books when transferring responsibility from one person to another for the protection of both parties involved.

The purpose of an audit is to check procedures and accuracy of the accounts. It is not a check for fraud. However, fraud must be reported if found. The records should be clear and easily understandable.

4-H FINANCIAL PEER REVIEW FORM

Year _____
Club/Group Name _____
Treasurer's Name _____
Club/Group Leader's Name _____

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | 1. Does this group have a treasury? |
| ___ | ___ | 2. Are the group's funds on deposit at the bank? |
| ___ | ___ | 3. Have funds raised been reported and deposited appropriately? |
| ___ | ___ | 4. Does the bank statement balance agree with the balance in the Treasurer's Book? |
| ___ | ___ | 5. Have amounts received and amounts spent been promptly entered in the Treasurer's Book with the date and an explanation of the transaction? |
| ___ | ___ | 6. Have all checks been signed as required by two people, the Treasurer and one other, authorized by the club/unit? |
| ___ | ___ | 7. Are those two people from different families and not related? |
| ___ | ___ | 8. Have all disbursements been made by check? |
| ___ | ___ | 9. Have any checks been made payable to cash? |
| ___ | ___ | 10. Are all checks pre-numbered and pre-printed? |
| ___ | ___ | 11. Have any counter checks been used? |
| ___ | ___ | 12. Have all disbursements been properly documented? Supporting documents include evidence of purchase, receipt, and approval. |
| ___ | ___ | 13. All such support documents are cancelled in a manner that assures they cannot be reused. |
| ___ | ___ | 14. No petty cash funds are used. |
| ___ | ___ | 15. Voided checks are organized and available for inspection. |
| ___ | ___ | 16. Printed pre-numbered receipt forms are properly used for receipt of cash. |
| ___ | ___ | 17. Restrictive endorsement, i.e., "for deposit only," is placed on incoming checks as soon as received. |
| ___ | ___ | 18. Duplicate copies of receipts for cash are maintained. |
| ___ | ___ | 19. Cash overages or shortages are properly recorded in books. |
| ___ | ___ | 20. Volunteers are prohibited from using cash receipts to make cash disbursements (the Treasurer writes checks of reimbursements). |

Yes No

- | | | |
|-----|-----|--|
| ___ | ___ | 21. Adequate physical facilities are provided for safeguarding cash in the possession of individuals authorized to handle cash. |
| ___ | ___ | 22. Bank deposits are certified by means of a duplicate deposit slip or entry in the check register. |
| ___ | ___ | 23. Checks returned by the bank for insufficient funds are controlled and a follow-up maintained. |
| ___ | ___ | 24. Monthly and year-end reports are provided by the treasurer, including: account balances, receipts, expenditures, and closing balances. |

This form should be completed for each Peer Review and attached to the Peer Review Committee report, a sample of which is shown in Figure 9.

The Peer Review Committee may set up a timetable for any corrections that need to be made and review the books for compliance on that date.



SAN JUAN COUNTY 4-H CLUB-SPECIFIC BY-LAWS OR GUIDELINES & RELATED INFORMATION

(referred to as Club-Specific Bylaws hereafter)

San Juan County 4-H Program club specific bylaws help to demonstrate understanding of equal access and the appropriate ways to limit enrollment in 4-H clubs, the San Juan County 4-H Program requires each 4-H club to complete a San Juan County 4-H General Club Specific Bylaws Statement annually.

This form is to be filed at the San Juan County 4-H Office by December 1st of each year. Changes in a 4-H Club's bylaws are best completed between September 30th and December 1st each year, but may be changed any time by majority vote of the club. Changes must be submitted and approved by the 4-H Office. The terms of each 4-H Club's specific bylaws will be reviewed and approved by San Juan County 4-H Staff. All clubs are obligated to observe their policies. Please return this statement with your other club renewal material to 221 Weber Way, Friday Harbor, WA 98250. If you have any questions, please contact any 4-H Staff person at 360-350-2209 or 360-370-7662.

➔ **A 4-H club consists of adult volunteers and at least 5 youth from 3 different families who are enrolled in that club.**

Date: _____ Name of Club: _____

Contact Person for New Members: _____

Phone: _____ Email _____

4-H Clubs may limit their enrollment in only 4 ways:

1. Projects in the club: _____

2. The maximum number of people in our club will be _____ 4-H members OR _____ 4-H families

3. We take new members all year. _____ Yes _____ No

OR No new members after _____ (Month / year)

4. The ages of youth in the club will be ____ through ____ **OR** ____ We take all youth ages 5-19.

Our 4-H club meetings will be held at (address): _____

Our 4-H club has a bank account no yes – If "yes" the account is held at _____

Our 4-H club tax ID # (EIN) is _____

The money belonging to our 4-H club is handled by: _____

Attach additional club specific bylaws or guidelines. **OR**

Verify that your club has no additional bylaws or guidelines (initial & date _____)



San Juan County 4-H Club Contact Information Release

Please help us effectively communicate with potential new 4-H volunteers and youth interested in joining 4-H. We are requesting that you allow us to list your basic club information on the web site this year. By completing the questions below and including your signature, you are agreeing to allow us to list the following on our web site:

Date _____

If you are a Family Learning [Group] What do you call your group? Write your Group name below and do not complete the rest of this form. Your Family Learning Group will not be listed on the web site as a club which others may join.

Clubs should complete the balance of the information request below

Name of your club: _____

Name (s), phone numbers, emails of club leaders to be contacted for club business by the 4-H Office. **(please print clearly)**

Name: _____

Email: _____

Phone: _____

Signature of 1st leader: _____ **Date:** _____

Name: _____

Email: _____

Phone: _____

Signature of 2nd leader: _____ **Date:** _____

Other information such as caps on enrollment for your club, open enrollment period for new members, etc., will be collected from other sources

(NOTE: You may amend your information at any point by calling/emailing Jennifer Krembs at [360-350-2209](tel:360-350-2209) or email jennifer.krembs@wsu.edu)

(9-20-16)



Annual Plan of Work for the _____ 4-H Club for the 20__ - 20__ 4-H Year

This basic plan of work should outline the set of key activities/goals/responsibilities for your 4-H club for the current 4-H Year. This may include identification of major competitions and events in which the club may choose to participate, fund raisers, special club projects, civic/service activities, etc.

**Clubs may make changes as needed during the year w/o notifying the 4-H Office. **Add additional pages as needed. (This is page ___ of ___)*

Event	Time of year	Persons responsible	Cost to club, individual, none)
1.		Youth: Adult(s):	
2.		Youth: Adult(s):	
3.		Youth: Adult(s):	
4.		Youth: Adult(s):	
5.		Youth: Adult(s):	
6.		Youth: Adult(s):	

REQUEST TO USE THE 4-H NAME AND EMBLEM

County _____ Name of Organization _____

Type of Organization (Check one):

_____ 4-H Youth Group

_____ Youth Livestock Show

_____ Fair

_____ Other Group (please specify)

Purpose of Organization:*

**Example of Purposes*

1. Carry out a 4-H Youth Development educational program.
2. Carry out a short-term summer day camp educational program for youths.
3. Conduct a community, county, district, or state-level fair, show, or other educational program for 4-H members or other youths.

Affirmative Action Statement:

The membership of the above-named organization is open to and extends its services or programs to all eligible youths without regard to race, color, religion, sex, national origin, disability, or sexual orientation.

Volunteer Leader or Other Responsible Person in Organization:

Print or type name

Signature

Date signed

For Cooperative Extension Use Only:

The above-named group is authorized to use the 4-H name and emblem.

County Extension Agent

County

Date signed

Return this form to your County Extension Office (address listed on the reverse side).