



Chelan/Douglas County 4-H

4-H Club Renewal Form

Please complete and return to the 4-H Coordinator
before attending a Kick-Off Meeting

Club Name: _____

Primary Leader: _____ Phone: _____

Email: _____

Mailing Address: _____

Secondary Leader: _____ Phone: _____

Email: _____

Club Meeting Location(s): _____

Address: _____

Meeting Days & Times: _____

4-H Clubs are not intended to be open only to a group of friends. They are meant to be open to all kids in the community interested in the projects you offer. However, club leaders can set parameters for the group such as projects offered, max enrollment, age ranges, and a deadline for enrollment more restrictive than the state registration deadline of July 31. Please indicate desired club parameters below:

Max. Club Enrollment: _____ Club Enrollment Deadline (if before July 31): _____

Projects offered & project leaders:

Note: Leading food preservation or shooting sport projects requires additional certifications.

Project	Project Leader(s)

See [State 4-H website](http://www.extension.wsu.edu/4h/projects/all-projects/) for a list of all available projects: www.extension.wsu.edu/4h/projects/all-projects/

Continue on another page, if necessary...

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. 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?

Initial Record Book order:

The 4-H Office is now providing free Record Books for all members upon enrollment! The complete book is a 3-ring binder with annual Record Book, Permanent Record, and completion guidelines. Please note below how many of each you need to start the year. Additional supplies can be requested at any time.

- **Complete Books:** _____
- Annual Record Book only: _____
- Permanent Record Book only: _____
- Additional Project Record Sections: _____
(recommended for members doing multiple projects)
- 3-Ring Binder only: _____

Return completed form to:

Sarah Fitzgerald
4-H Program Coordinator
sarah.fitzgerald1@wsu.edu
412 Washington Street
Wenatchee, WA 98801
509-667-6540

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See WSU Executive Policy #15). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: ccr@wsu.edu, phone: 509-335-8288.