



WASHINGTON STATE UNIVERSITY
EXTENSION

Club and Program Update Form

Complete and return to your county 4-H office by December 1st.

Club Name _____ Leader: _____

Email: _____ Phone Number: _____

Mailing Address: _____ City _____ Zip _____

Club Co-Leader (if applicable) _____ Phone Number _____ Email _____

Club Meeting Location: _____ Address _____

Meeting Days & Times (i.e. 2nd Wednesday of each month”, or “every Monday”): _____

Projects Offered in Club & Project Leader's Name: **Add as many projects as are offered.**

Club Contact for 4-H Directory (When people call the office, who would you like them referred to?)

Name _____ Phone Number: _____

Email: _____ Website: _____

Remember all social media pages must be closed groups!

What information would you like published on your County Website?

Check all that apply Name Phone Number Email Address Website

Club Officers

President _____

Vice President _____

Secretary _____

Treasurer _____

Additional _____

Have you completed the following? Click on document name to be directed to forms on the web.

Financial Report

Peer Audit

Property Inventory Form

If you have you made any changes to your Constitution or Bylaws, please attach to email along with completed forms.

Does your club have: Annual Club Fees? Yes No

 If so, how much per member?

 Is there a Scholarship fund to cover club fees? Yes No

Any additional information that we should know?

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, or status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.