

4-H CLUB REQUIREMENTS

Re-enrolling Club Checklist:

- General Leader attends annual Club Kick Off in the Fall
- Let the Extension Office know which projects you are adding or removing
- Turn in Annual Club Plan
- Turn in Constitution & Bylaws (if they are being updated)
- Turn in Financial Summary Report
- Complete the Graduate Survey

New Club Checklist:

- Have at least one General Leader that has completed all requirements
- General Leader attends annual Club Kick Off in the Fall (If creating a club at a different time of year, please schedule a meeting with the WSU Extension Office)
- Let the Extension Office know which projects you will be offering
- Turn in Annual Club Plan
- Turn in Constitution & Bylaws
- Turn in Charter Checklist

Once all paperwork has been turned in...

The General Leader for the club will be approved in 4HOnline by the Extension Office. Once the leader is approved, they will have access to check members' information and confirm those enrolled in their club. After the General Leader has gone through and confirmed members, the Extension Office will make sure information is correct and approve members from the county level. Once this happens, the member will be listed as "active" on their status on their 4HOnline profile. The members' credit/debit card will be charged at the time the county accepts membership in 4HOnline.

*Click on underlined words above to access forms and go to websites.

