



4-H Graduate Survey _____ County

Club Name _____

To the best of your knowledge, please answer the following questions for the end of the 4-H year 2023. This information will help us demonstrate 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 2023: _____ (total). That is, the **total** 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-Her) as of September 2023.

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!

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



2022-2023 Year End Club Report

DUE December 1st to Extension Office

Club Name: _____

General Leader: _____ Number of Members: _____

Club goals completed last 4-H year:

1. _____
2. _____
3. _____

Community Service projects completed last 4-H year:

Group/Organization served	Activity	# Hours Served

How often do you see your club members practicing these skills?

Type	None of the time	Some of the time	Most of the time	All of the time
Youth make club decisions				
Youth communicate effectively				
Youth practice leadership				
Youth work to help others feel like they belong				
Youth demonstrate personal responsibility				
Youth work together as a team				
Youth show generosity and concern for others				
Youth practice public speaking				
Youth master new skills or techniques				

What did your club accomplish this year as a team that you are most proud of? _____



Annual 4-H Chartered Club Plan & Budget

Adapted from University of Florida 4-H "Club Charter Organizational Form".

Please return this completed form to the Extension Office by December 1st.

Club Name: _____

Facebook Group Page and/or Web Address: _____

Regular Meeting Place: _____

Regular Meeting Date and Time: _____

Are you hoping to take New Members this year? ☐ Yes ☐ No

Contact information to share with New Members: _____ (phone/email)

Leaders & Projects: All projects listed here will be options for your club members in 4HOnline. If adding projects later in the year please contact the 4-H Office.

General Leader: _____

Co-Leader: _____

Project Offered: _____

Project Leader: _____

Project Offered: _____

Project Leader: _____

Project Offered: _____

Project Leader: _____

Project Offered: _____

Project Leader: _____

Project Offered: _____

Project Leader: _____

Project Offered: _____

Project Leader: _____

Youth Club Officers: (All 4-H Clubs are required to have youth club officers. If elections held later in year, provide updated information after officer elections) ***REQUIRED POSITIONS**

President*: _____

Reporter: _____

Vice President*: _____

Recreation: _____

Secretary*: _____

Historian: _____

Youth Treasurer*: _____

Sgt. at Arms: _____

Scrap Book: _____

Other: _____

Jr./Teen Leaders: _____

Club Plans: (State your Club Goals for the new 4-H year)

1. _____

2. _____

3. _____

Service Project(s):

Fundraiser(s): _____

Club Program Calendar (Clubs are required to meet a minimum of 6 times per 4-H Year.)

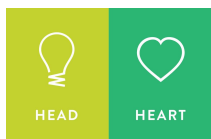
Month	Meeting Date(s)	Educational Focus
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		

Yearly Budget for October 1, 2023 to September 30, 2024

Item	Expense	Income	Totals	Balance	Actual*
Projected Income From:					
Total Income:					
Projected Expenses:					
Total Expenses:					
Budget out of Balance Amount**					

* The actual column is completed as the year proceeds. It helps 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 11.3).*

***If this form is due before your first club meeting please estimate what your fundraising and budget goals might be. If you feel the need to update your budget with the 4-H Office you can re-submit a copy later in the year.



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



Reporting Year: October 1, 2022 to September 30, 2023

Tax ID# (EIN) _____ County: _____

Club/Group Name: _____

Mailing Address-Street or PO Box _____

City _____ Zip _____

Phone Number _____ Contact email _____

Bank Name and Branch _____

Account # (Checking) _____ (Savings) _____

Adult Signatory 1: _____ Adult Signatory 2: _____

Youth Treasurer Signatory Updated (Date): _____

Beginning Balance Date: 10/1/2022	Savings	Checking	Investments
Total Income	\$	\$	\$
Total Expenses	\$	\$	\$
Ending Balance Date: 9/30/2023	\$	\$	\$

List any Donors and Fundraising Activities: *(Add additional sheets if necessary)*

Description	Amount
	\$
	\$
	\$

Treasurer's Signature _____

Treasurer's Name (printed) _____

Leader's Signature _____

Leaders Name (Printed) _____

Date Peer Review Completed _____

Peer Review Committee Chair's Signature _____

Chair's Name (printed) _____

Date Received in County Office: _____

Attach list of equipment or other assets the club/group/council owns (include date acquired and current value.)

This form is due in the county 4-H Extension Office by December 1st.

Treasurer's Checklist (OPTIONAL RESOURCE)

Framework	Completed	Date
Prepared a list of accounts		
Put together a ledger		
Made ledgers for projects		
Open a bank account		
Got a bank stamp		
Got a receipt book		
Got a date stamp		
Got a cash box		

Getting Started for the Year	Completed	Date
Prepared a budget		
Approved by club members/board		

Income and Fundraising for Each Month												
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
All checks are made payable to your 4-H group												
All deposit slips are in your records												
Complete bank register												
Complete ledger												

Spending Money for Each Month												
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
All checks have required signatures												
All receipts are included												
Written authorization for everything paid for												
All bills are organized by date of payment												
Ledger is completed for each purchase												

Reporting to Your Group												
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Date bank account reconciled												
Monthly report completed												

Finishing for the Year	Completed	Date
The inventory report includes everything worth over \$100 and where it is being kept		
The financial report includes total expenses, income, and remaining cash		
Prepared records for the Peer Review		
Met with next year's Treasurer		
Annual Financial Summary Report sent to County Extension Office		