



# SNOHOMISH COUNTY 4-H END-OF-YEAR CHECKLIST



Want to be sure you're not forgetting anything?  
We've got you covered!

Each year, clubs and programs are required to submit end-of-year summary documents. We have created this checklist to help streamline the process.

As always, end-of-year documents are due December 1, 2020.

If you have questions about completing the process virtually, we are happy to help!

For your convenience, each step includes a link to a fillable document that can be saved and emailed. You may also choose to print and mail all documents.

- *TIP: Before adding your information to a fillable pdf, be sure to "save as" on your computer with your club or program name in the title. For example: Best 4-H Club Update Form. Then be sure to save your information before closing the document.*
- *NOTE: If you would like a packet of these documents mailed to you to complete, just let us know!*

## 1 CLUB|PROGRAM UPDATE FORM

Link to fillable form to print or email: [Club\\_|\\_Program Update Form.pdf](#)

OR - if you prefer, this form also has a webform that can be submitted online.

*Note: All other documents in this checklist must be emailed or printed and mailed.*

Link to submit online: [Club|Program Update Web Form](#)



## 2 FINANCIAL SUMMARY

Link to fillable form to print or email: [Financial Summary.pdf](#)



## 3 PEER AUDIT OF FINANCIAL RECORDS

Link to instructions and fillable form to print or email: [Auditing the Books.pdf](#)

## 4 PROPERTY INVENTORY FORM

Link to fillable form to print or email: [Property Inventory.pfd](#)



## 5 CIVIL RIGHTS CARD

Link to fillable form to print or email: [Civil Rights Card](#)

## 6 ANNUAL FINANCIAL TRAINING

Club|Program Leaders and their elected Treasurer are required to complete an annual financial training. The certificate issued upon completion should be saved and emailed along with the above documents.

Link to the online course: [WA State 4-H Financial Management](#)

The "self-enrollment" code is case sensitive: SNOHOMISH



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