August 22, 2018

COMPLETION PAPERWORK, END OF THE YEAR checklist for leaders

4-H Office Due Date: October 11, 2018

Dear 4-H Club Leaders,

It's "Completion" time again! All items with the exception of the record books (see below) are due October 11th. Please follow these simple steps to complete the year:

1. Check all Record Books for content and signatures. Record Books are due to you by October 1, 2018. They must be to the 4-H Office no later than October 11, 2018. This will allow you time to review them and hopefully make it easier to get them to the office. There is a Leaders Council meeting October 11h so they can be brought there.

2. Fill out a "Leader Checklist: 4-H Member Completion Pin & Award Form" for each member who meets the completion requirements. You will need to make your own copies of this form and include these copies in the paperwork sent back to the 4-H office. Do NOT worry about the record book item for the patch award and county gold metal. The scores will be referred to by the coordinator in conjunction with information you have submitted.

3. Fill out the "4-H CLUB Completion Form", listing all leaders in your club who should receive a year pin, primaries who should receive a Participation Certificate, 4-H’ers who have graduated out of the program as of September 30, 2018, and any club officers who have qualified to receive an officer pin. Again, please include these forms with the other paperwork for the 4-H office.

4. Fill out the “LEADER REPORT”. This will provide a second check for enrollment records and will be much appreciated. Disregard any of the columns which require scores as these will be added at the office.

5. Submit your club's PROGRAM PLANNING BOOK, SECRETARY'S BOOK, TREASURER'S BOOK & REPORTER'S BOOK. These records are judged and those who score 98 and above will receive officer pins. Officers who do not submit their appropriate record are not eligible for the Patch Award. Please indicate who was responsible for filling out the Program Planning Book, the President or the V. President or both.

Record Book judging will take place in Coupeville. Please contact the 4-H office if you are interested in helping to evaluate record books. It is a tremendous opportunity for project leaders or a parent to learn, first hand, about Record Books.

Thank you for a wonderful year,

Cathi Mann-Fisher