



Annual 4-H Chartered Club Plan & Budget

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

Grant-Adams: WSU Extension, 1525 E Wheeler, Moses Lake, WA 98837 or jmkiehn@wsu.edu

Lincoln-Adams: WSU Extension, 205 W Main Ave., Ritzville, WA 99169 or robertk@wsu.edu

Club Name

Facebook Group Page or Web Address

Regular Meeting Place

Regular Meeting Date and Time

Key Leaders Name Phone Email or Mailing address

General Leader: _____

Club/Group Bank Account

Adult Signatory 1: _____

Adult Signatory 2: _____

Club Officers: (If elections held later in year, provide update after officer elections) ***REQUIRED**

President*: _____

Reporter: _____

Vice President*: _____

Recreation: _____

Secretary*: _____

Historian: _____

Youth Treasurer*: _____

Sgt. at Arms: _____

Scrap Book: _____

Other: _____

Jr./Teen Leaders: _____

Club Plans

Focus/Theme: _____

Service Project(s): _____

Fundraiser(s): _____

Club Goals for year:

1. _____

2. _____

3. _____

Club Program Calendar

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

Yearly Budget

Budget for October 1, _____ to September 30, _____					
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).