



## Spokane County 4-H Club Leader – Renewal CHECKLIST

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### Club Renewal Checklist

### Submit all paperwork to the Extension Office

#### **Part A (Expected Oct. 15)**

- \_\_\_ Main club leader has enrolled in 4-H Online
- \_\_\_ At least one [or soon to be] leader from the club has attended one of the two 4-H Fall Kickoffs.
- \_\_\_ Complete the **“4-H Club Bylaws Statement”** and other club guidelines and by-laws have been attached.
- \_\_\_ Complete the **“4-H Club Contact Information Release”**
- \_\_\_ Complete the **“4-H Graduate Survey”**
- \_\_\_ Complete the **“4-H Annual Plan of Work”**

#### **Part B (All Parts Due Nov. 15)**

- \_\_\_ A **“Washington State 4-H Financial Report”** has been completed for the club's treasury for last year. If the club has no bank account or funds, the report form must be returned with the following statement written across the form, “We do not handle funds in our club.”
- \_\_\_ A copy of the **Club’s Bank Statement** for September (or October) 2023 is attached to the financial report. Also attach a copy of your club’s **checking account signature card**.
- \_\_\_ If you have a club inventory, please complete or update the **“Inventory Report Form”** (included with the Financial Report) listing all property owned (purchases & donations) by the 4-H Club. If a club no longer has an item, note the method of disposal, i.e., “sold, thrown out, etc.”

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Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. Reasonable accommodations will be made for persons with disabilities and special needs who participate in 4-H events and programs. Contact G. Varrella at the Spokane 4-H Extension Office at 222 N. Havana, Spokane, (509-477-2163; [gvarrella@spokanecounty.org](mailto:gvarrella@spokanecounty.org)) at least two weeks prior to the event.