



# 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: \_\_\_\_\_

Is Your Club Open to 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: \_\_\_\_\_

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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):**

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**Fundraiser(s):** \_\_\_\_\_

*Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. If you require special accommodation, contact Missy Cummins missy.cummins@wsu.edu two weeks prior to the event.*

<b>Club Program Calendar</b> (Clubs are required to meet a minimum of 6 times per 4-H Year.)		
<b>Month</b>	<b>Meeting Date(s)</b>	<b>Educational Focus</b>
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		

<b>Yearly Budget for October 1, 2022 to September 30, 2022</b>					
<b>Item</b>	<b>Expense</b>	<b>Income</b>	<b>Totals</b>	<b>Balance</b>	<b>Actual*</b>
<b>Projected Income From:</b>					
<b>Total Income:</b>					
<b>Projected Expenses:</b>					
<b>Total Expenses:</b>					
<b>Budget out of Balance Amount**</b>					

\* 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.