



# 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.**

Clark County: WSU Extension, 1919 NE 78<sup>th</sup> St. Vancouver, WA 98665  
Skamania County: WSU Extension, 710 SW Rock Creek/PO Box 369 Stevenson, WA 98648  
Klickitat County: WSU Extension, 228 W Main St./Mail Stop 12 Goldendale, WA 98620

_____	_____
Club Name	Facebook Group Page and/or Web Address
_____	_____
Regular Meeting Place	Regular Meeting Date and Time
Club Open to New Members? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Key Leaders	Name	Phone	Email or Mailing address
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General Leader: \_\_\_\_\_

### Club/Group Bank Account

Adult Signatory 1: \_\_\_\_\_

Adult Signatory 2: \_\_\_\_\_

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### 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*
<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).*