



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? Yes No

Contact information to share with New Members: _____ (can be 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: _____

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): _____

Fundraiser(s): _____

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

Yearly Budget for October 1, 2019 to September 30, 2020					
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).* ***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.