



WASHINGTON STATE UNIVERSITY  
EXTENSION

# Annual 4-H Chartered Club Plan & Budget

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

WSU Grant County Extension, 1525 E Wheeler Rd., Moses Lake, WA 98837 or email to grant.4h@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
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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).