# 4-H Club Plan for

 **(4-H Year)**

 **4-H Club of King County, Washington**

**Main Club Leader:**

**Project/Activity Leaders:**

**Our Club Officers Are:**

**President:**

**Vice President:**

**Secretary:**

**Treasurer:**

**Reporter:**

**List Others:**

**Club Goals for the Year**

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| --- | --- | --- |
| **Month** | **Program, Event, or Activity** | **Committee or Person(s) Responsible** |
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Date plan approved

(Signature) Club Vice-President

(Signature) Club Organizational Leader

# Sample 4-H Club Planning Calendar

The following are ideas by month of business meeting topics and activities/events that might be included in a club calendar:

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| --- | --- |
| **September** | Elect OfficersHold project enrollment introduction Explain Achievement Night Announce National 4-H Week Discuss upcoming county events Promote intercultural opportunities Promote Ambassador opportunitiesSend list of officers and leaders to Extension Office Plan and conduct training for officersPlan installation of officers for October |
| **October** | Install officersConduct ceremony for new members Conduct club goal and program planningComplete enrollment information and turn into Extension OfficeDiscuss upcoming county eventsCounty Achievement Program and Leaders Banquet Recruit project leaders |
| **November** | Distribute club program calendar and program book Distribute project materialsPlan holiday partyProject groups begin to meet Discuss upcoming county events Club recognition event |
| **December** | Community Service ProjectMembers begin to give talks and demonstrations |
| **January** | Project groups meetDiscuss upcoming county events Discuss 4-H record keeping |
| **February** | Discuss Citizenship Washington Focus opportunities |
| **March** | Discuss camping opportunities Work on 4-H records |
| **April** | Discuss judging eventsDiscuss Leadership Convention opportunities Plan club tour |

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| --- | --- |
| **May** | Discuss county 4-H fair Explain conference judging Work on 4-H records |
| **June** | Collect 4-H fair entries Club tourDiscuss fair responsibilitiesReports from youth attending special events |
| **July** | Work on 4-H records Attend county fair Explain State Fair |
| **August** | Select nominating committee for next year's officers Select program planning committee for next year Finish records and turn them into Extension Office Review year and recognize accomplishments |

# Sample Club Goals

* The club will hold at least six meetings. (The ideal club meets regularly throughout the year.)
* Club will have an average attendance of 75% of members at regular meetings. (Consider this when planning monthly meeting day and time.)
* Club will have 75% of the members to complete their projects and records.
* Each member will be on the club program at least once during the year.
* Every member should give at least one talk or demonstration during the year.
* Each member will have a job and will feel needed.
* Recreation will be included in each club meeting.
* Club activities will be planned in areas of interest to members such as health, safety, camping, careers, citizenship, judging, intercultural opportunities, conservation, and community service.
* An achievement program or tour will be held at the end of the club year. Invite parents and guests. Exhibit projects and recognize members and volunteers for their hard work.
* Extend 4-H membership to others in the community.
* Develop greater family participation.
* Participate in community functions.
* Make every member feel important to the club.
* Enable every member to receive parent and leader assistance.
* Provide a service to the community.
* Learn more about a specific project or subject.
* Learn subject matter and skills.
* Develop positive self-concept and social skills.
* Get to know more about each person in the club.
* Become better listeners to one another.

# 4-H Club Management

**4-H Club/Group Annual Budget**

The 4-H Annual Budget is used by the members, treasurer and other officers and 4-H volunteer leaders for planning expenses and approving bills. The annual budget is developed and voted on by the membership. Expenses outside of the approved budget must be presented and voted on prior to using the 4-H club’s money.

All votes must be documented in 4-H Club/Group minutes. This information is needed for the payment of the bills and annual 4-H Financial Audit. Depending on your club's needs, you can use this form or make your own. 4-H Club/Group Budgets must be kept with the group and available for review by the 4-H Youth Development Educator.

A tentative annual budget should be set by the officers and volunteer leaders at the beginning of each 4-H fiscal year or as soon as a new club is organized. Using the past years’ expenses and audit report will guide developing the annual budget. 4-H clubs and groups are not to hold more than one year’s operating budget in reserve.

The tentative budget is presented to the 4-H club members at the first possible meeting of the new fiscal year, discussed and approved. Record the vote in the 4-H club minutes. Make the changes that were agreed upon by the membership. This is the 4-H Club’s Budget for the year. The 4-H annual fiscal year is October 1 – September 30.

**4-H Club Annual Budget**

**October 1, 20 to September 30. 20**

**Approved By 4-H Club Members:**

**Income**

List all club events and activities project activities that the 4-H club supports and all fund-raising events, including community service, recreation, educational events, field trips, etc. Be sure to list all sources of income.

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| --- | --- | --- | --- |
| **EVENT or ACTIVITY** | **DATE** | **ESTIMATED INCOME** | **SOURCE FOR INCOME (Participant Fee, Grant, Donation, Club Savings Account)** |
| *Fundraising* | 2012 | $750 | Dairy Breakfast, Car Wash, Festival of Arts Food Stand |
| *Member Dues* | 2012 | $0 |  |
| *Donations* | 2012 | $0 |  |
| *Income Investment* | 2012 | $0 |  |
| *Income from Youth Development Services* | 2012 | $300 | Teen Conference Registrations, Recreation activities (bowling, snacks, camping, etc.) |
| *Other (Pass Through)* | 2012 | $300 | Teen Conference Registrations, Recreation activities |

### TOTAL INCOME: ESTIMATE $1350

**EXPENSES**

Include equipment, rental fees, participant fees, supplies, refreshments, postage, bank fees, insurance costs, etc. Be sure to list all costs.

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| --- | --- | --- | --- |
| **EVENT or ACTIVITY** | **DATE** | **ESTIMATED COSTS** | **SOURCE FOR COST (Participant Fee, Supplies, Postage, etc.)** |
| *Fundraising Expenses* | 2012 | $400 | Food Stand Supplies, Car Wash Supplies, Food Stand Profit Donations |
| *Dues Paid to County* | 2012 | $0 |  |
| *Educational Supplies* | 2012 | $250 | Meeting supplies |
| *Community Service Expenses* | 2012 | $350 | Countywide Service-Learning Supplies, other service- learning project support (ag-olympics, caroling, etc.) |
| *Other (Pass Through)* | 2012 | $300 | Teen conference Registrations, Recreation activities |

### TOTAL EXEPENSES ESTIMATE $1300

**ESTIMATED SURPLUS OR SHORTFALL**

**Estimated Income - Estimated Expense = Surplus or Shortfall**

**$1350 - $1300 = $50 (surplus) OR $ -- (shortfall)**

Fundraising Activities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Activity** | **Purpose (what are funds for – are they in budget?)** | **Projected Expenses** | **Projected Income**  | **Projected net Income (Goal)** |
| 12/17/16 | Holiday Wreath Sale @ Burien Festival | County Fair Club stall fees | 350.00 | 500.00 | 150.00 |
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