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**Tri-Annual 4-H Club Check-in and Update**

* This document replaces the need for monthly secretary reports and treasurer reports.
* It is recommended that it is updated after each meeting but MUST be up-to-date by
	+ March 1st
	+ August 1st
	+ October 1st
* Leaders can complete the document themselves or have older 4-H members take the responsibility, such as the Club President and Secretary
* Add extra information as applicable

**Fill in the Club Details**

|  |  |
| --- | --- |
| Club Name |  |
| Leader Name |  |
| Co-Leader Name (if applicable) |  |
| Co-Leader 2 (if applicable) |  |
| Other Leaders (project or instructors) |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| How often does the club meet |  |
| Usual times/days of meetings |  |
| Where does the club meet |  |

**Complete by March 1**

**Fill in the names of all enrolled members in good standing. Add more lines if needed**

|  |  |
| --- | --- |
| Member Name | Member Name |
|  |  |
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**Fill in the table to provide the names of Club Officers**

|  |  |
| --- | --- |
| Club Position | Youth Holding Office |
| President |  |
| Vice President |  |
| Secretary |  |
| Treasurer |  |
| Other |  |
| Other  |  |
| Other |  |

**Fill in the table to detail regular meetings and educational activities such as clinics, trips and workshops held between October 1 and February 28th**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting/Activity Date | Venue | Topics Covered/Activities | # Youth Attending |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Fill in the table for Community Service completed between October 1 and February 28th**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name(s) of youth who took part | Average # hours/youth | Description of Activity |
|  |  |  |  |
|  |  |  |  |

**Fill in the Treasurer's Report**

|  |  |
| --- | --- |
| Does the Club have a bank account? |   |
| If YES give details of where it is held |  |
| If NO give details of how funds are held |  |
| A What was the balance as of October 1 |  |
| B What is the current balance |  |
| Give details of income and/or expenses that account for any difference in A versus B |  |

**Project Record Books play a significant role in helping youth document what they do in 4-H and understand what they learn. By entering your name below you confirm you agree with this and that Leader(s) in your Club are encouraging and helping the youth keep their Record Books up-to-date.**

**Club Leader Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete by August 1**

**Fill in any Changes in Club Leadership or Meeting Schedule**

|  |  |
| --- | --- |
| New Leaders | Departed Leaders |
|  |  |
|  |  |
|  |  |
| Change in times/days of meetings |  |
| Change in meeting venue |  |

**Fill in the names of new members who have enrolled since March and members who enrolled but no longer participate in 4-H**

|  |  |
| --- | --- |
| New Member Name | Departed Member Name |
|  |  |
|  |  |
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|  |  |

**Fill in the table to detail regular meetings and educational activities such as clinics, trips and workshopsheld between March 1 and July 31**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Date | Venue | Topics Covered/Activities | # Youth Attending |
|  |  |  |  |
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**Fill in the table for Community Service completed between March 1 and July 31**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name(s) of youth who took part | Average # hours/youth | Description of Activity |
|  |  |  |  |
|  |  |  |  |

**Fill in the Treasurer's Report**

|  |  |
| --- | --- |
| Give details of any change in bank account |   |
| A What was the balance as of March 1 |  |
| B What is the current balance |  |
| Give details of income and/or expenses that account for any difference in A versus B |  |

**Up-to-Date Project Record Books are a requirement for any youth entering as a 4-H’er at the Fair, and an expected activity for all youth. By entering your name below you confirm you agree with this and that Leader(s) in your Club have checked that the youth have up-to-date Record Books at this point in time.**

**Club Leader Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete by October 1**

**Fill in any Changes in Club Leadership or Meeting Schedule**

|  |  |
| --- | --- |
| New Leaders | Departed Leaders |
|  |  |
|  |  |
|  |  |
| Change in times/days of meetings |  |
| Change in meeting venue |  |

**Fill in the names of new members who have enrolled since July 31 and members who enrolled but no longer participate in 4-H**

|  |  |
| --- | --- |
| New Member Name | Departed Member Name |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

**Fill in the table to detail regular meetings and educational activities such as clinics, trips and workshops held between August 1 and September 30**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Date | Venue | Topics Covered/Activities | # Youth Attending |
|  |  |  |  |
|  |  |  |  |
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**Fill in the table for Community Service completed between August 1 and September 30**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name(s) of youth who took part | Average # hours/youth | Description of Activity |
|  |  |  |  |
|  |  |  |  |

**Fill in the Treasurer's Report**

|  |  |
| --- | --- |
| Give details of any change in bank account |   |
| A What was the balance as of March 1 |  |
| B What is the year end balance |  |
| Give details of income and/or expenses that account for any difference in A versus B |  |

**By entering my name below, I certify this is an accurate record for this club. I agree that members of this Club have been mentored and understand the need to submit Project Record Books to the 4-H Office by October 1 to complete their 4-H Year.**

**Club Leader Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Add any other information the office should know**