



**COMMUNITY CLUB INFORMATION
PROGRAM PLANNING AND BUDGET
DUE TO THE 4-H OFFICE BY 2nd Friday in November**

Community Club _____ Club ID _____ (Office Use Only)

Community Club Leader _____ Phone _____

Regular Club Meetings Day of Month _____ Time _____

Location _____

Club Officers

Office	Name of Member	Phone
President		
Vice-President		
Secretary#		
Treasurer*		

Should use official 4-H secretary book provided by the 4-H Office

* To comply with legal requirements, we need the following information about your club's money management

Club Financial Information

Where is the club's checking/savings held? _____

List the Employers Identification Number _____

List the signers on the account(s) _____

Who has the check book? _____

Who receives the monthly statement? _____

The community club leader(s) and the club officers should work together to plan the club year and complete this packet.

Club attendance, minutes and treasurer's reports **MUST** be kept for every meeting. They should accurately reflect attendance, club minutes, and approval of how club funds are used. These will be files in the Extension Office at the end of each 4-H year.

_____ Budget

1. Every community club has financial needs that require fundraising during the year. Think about your club and the activities you have planned for the year. Which will require money? How much money will be needed? These are your projected expenses. List them in the chart.
2. You will need to raise funds to cover the projected expenses. List your fundraising activities or projects in the chart and how much you hope to earn from each of them.
3. Total your columns. They should be equal if you are to have a balanced budget.

Activity or Event	Expense	Income
Expense/Income Totals		

Treasurer's Signature _____ Date _____

Community Club Leader's Signature _____ Date _____

Club Program Planning for _____

The club meetings are the heart of club work. The success or failure of club meetings depends on how carefully the club program is organized and carried out. It is best to get together as a officer team to decide on yearly goals and then plan your meetings, programs and activities to meet those goals. Use the outline for a 4-H club meeting. Identify activities and programs that fit your group. Include fun, education and as many members as possible in every meeting so they feel important and are actively involved in your club.

Club Goals for the Year:

Date	Special Business, Roll Call Topic	Program or Activity (Who's responsible?)	Recreation (who's responsible?)	Refreshments (who's responsible?)

