

4-H Club Leader's Checklist – October

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • Announce Officer Training date and encourage attendance • Announce 4-H Foundation Bingo/Soup Supper and encourage attendance and volunteering • Plan donation for 4-H Foundation Bingo/Soup Supper • 4-H Council members report on October 4-H Council meeting • Encourage new and returning members to complete online enrollment • Install new officers • Encourage volunteers to complete volunteer screening information through 4HOnline
	Club Summaries due October 1 (or the Monday following if October 1 is on the weekend)
	4-H Council meeting first Monday in October
	National 4-H Week is held the first full week of October
	Record Book Judging at the Extension Office
	Achievement Celebration
	Meet with officers and committees to plan activities and goals for the year
	Submit a copy of the Club Program Book to the Extension Office
	Complete required Annual Financial Report (due by November 1)
	Complete Volunteer Screening through 4HOnline

4-H Club Leader's Checklist – November

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • Return record books to members • Encourage members who have not enrolled online to do so ASAP
	Required Annual Financial Report due November 1
	4-H Foundation Grant Applications due November 1
	4-H Foundation Bingo/Soup Supper
	Officer Training

4-H Club Leader's Checklist – December

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar

4-H Club Leader's Checklist – January

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • 4-H Day information will be included in the January 4-H Newsletter • Discuss club participation in 4-H Day • Promote 4-H Day participation (4-H Communication Fact Sheets covering project talks, demonstrations, public speaking, presentation tips, etc. are available online or at the Extension Office) • Encourage volunteering as 4-H Day room monitors • Encourage participation in 4-H Day judging contests (Judging Contest Guide is available online) • Remind 4-H Council Representatives of 4-H Council meeting first Monday in February • Recruit one or more adults to represent the club on the Fair Sale Committee
	Scholarship applications due

4-H Club Leader's Checklist – February

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • 4-H Council members report on February 4-H Council meeting • Announce Regional 4-H Day date and entry deadline • Have members check progress toward Achievement Pins
	4-H Foundation Grant Applications due February 1
	4-H Council meeting first Monday in February
	4-H Day entries due

4-H Club Leader's Checklist – March

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar
	4-H Day
	Regional 4-H Day entries due
	Regional 4-H Day

4-H Club Leader's Checklist – April

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • Reminder that last day to drop/add projects is May 1 (can be done in 4HOnline or by contacting the Extension Office) • Select Fair Royalty Candidates to represent the club

4-H Club Leader's Checklist – May

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • Remind 4-H Council Representatives of 4-H Council meeting first Monday in June • Hand out family packets with fair books, return those that are not picked up to the Extension Office ASAP
	Project drop/add deadline May 1
	4-H Foundation Grant Applications due May 1
	Fair Royalty applications due

4-H Club Leader's Checklist – June

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • 4-H Council members report on June 4-H Council meeting • Remind members and parents to read the fair book thoroughly • Fair pre-entry reminder • Encourage participation in fair judging contests (Judging Contest Guide is available online) • Recruit fair BBQ volunteers
	4-H Council meeting first Monday in June
	Report Fair Royalty candidate club visits to the Extension Office
	Make sure that a complete club meeting attendance list is submitted to the Extension Office following the June meeting, so that meeting attendance can be verified for fair auction participation (meetings have to be attended in person, so make sure to designate if someone attends via technology)

4-H Club Leader's Checklist – July

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • Reminder to pre-enter State Fair exhibits
	Geary County Free Fair
	Pre-enter State Fair exhibits

4-H Club Leader's Checklist – August

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • Encourage older members to submit an Ambassador application • Discuss fair suggestions to be taken to 4-H Council • Remind members of club record book and award application deadline
	4-H Foundation Grant Applications due August 1

4-H Club Leader's Checklist – September

	Check club box at the Extension Office
	At the club meeting: • Highlight key points/deadlines from the 4-H newsletter and calendar • Elect club officers and 4-H Council Representatives • Remind 4-H Council Representatives of 4-H Council meeting first Monday in October • Announce Officer Training date and encourage attendance • Announce to club parents that you are recruiting project leaders and other volunteers, have them fill out the Parent Interest Survey and return it to you • Plan for National 4-H Week • Recruit record book judging volunteers (at least 4 adults) • Discuss ideas for winners of the Appreciation Award, Family of the Year, and Project Leader of the Year to be taken to 4-H Council
	Send list of club leaders and 4-H Council Representatives to the Extension Office
	Review and follow up on parent interest surveys
	Kansas State Fair
	Ambassador applications due
	Collect and screen record books and award applications
	Record books and award applications due to Extension Office with Award Summary forms and Record Book Screening sheets
	Complete the Club Summary (due October 1 or the following Monday if October 1 falls on the weekend)
	Turn in a list of project leaders who should be recognized at the Achievement Celebration to the Extension Office