

4-H Leader Checklist



Ī	Turn in sign-in sheets with meeting minutes for every meeting and event through-out the year to
	the Extension office. (The sign-in sheet should include name, gender, and youth or adult.)
ĺ	Inform your club of upcoming events/activities through-out the year.
ĺ	Check your mailbox at the Extension office regularly for information not included elsewhere.
ĺ	Pick up your club's enrollment packets from the Extension office by October 1st.
ĺ	Turn in to the Extension office by October 30th, your club's Year-end Financial Summary. (The
	beginning balance needs to be the same as last year's ending balance.)
ĺ	Turn in to the Extension office by November 1st a list of members that completed their record
	sheets/books for their projects.
ĺ	Turn in a Yearly Club Calendar to the Extension office by November 30th.
ĺ	Elect new officers' according to your club's by-laws.
ĺ	Report to the Extension office by December 1st a list of your club officers.
ĺ	Turn in club re-enrollment by December 31st to the Extension office. (New enrollment
	continues all year.) Payment must be received for enrollments to be entered/accepted.
	Turn in market ear tag forms to the Extension office within 7 days of ear tagging and weigh-in.
	Provide to the Extension office any information you want included in the newsletter prior to the
l	newsletter being published.
	Collect from your club's market members the Livestock Commitment form and keep for your
	records.
l	Turn in completed Horse Cards to the Extension office by June 1 st .
	Member projects may be added and subtracted to until August 1 st .
	Turn in all Drug Withdrawal/Commitment to Excellence forms to the Extension office by
ļ	August 1 st .
	Make sure your club members that are going to exhibit at the Fair register for the fair online by
ļ	August 1 st at http://nwmtfair.com/fairbook/ .
ļ	Attend and decorate a table for your club at the Awards Banquet (usually in September).
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