



4-H Club Management Responsibilities and Roles

Responsibility or Role	Volunteer	4-H Youth Development Educator	Notes
Completion of 4-H Charter Application and Annual Renewal Document. <ul style="list-style-type: none"> • Includes Annual Financial Report • All items must be completed • Club calendar can be attached • Must have bank statement attached • Updated operating guidelines or bylaws attached 	x		<ul style="list-style-type: none"> • Must be submitted on time as per date set by 4-H Youth Development Educator. • Support and assistance for volunteers from 4-H Youth Development Program Educator.
Completion of the Annual Financial Report including annual audit and Annual Accounting Form.	x		<ul style="list-style-type: none"> • Must be submitted on time as per date set by 4-H Youth Development Educator. • Support and assistance for volunteers from 4-H Youth Development Program Educator.
Review and update club operating guidelines annually. Reviewed and voted on by members.	x		Support and assistance for volunteers from 4-H Youth Development Program Educator.
Development and adoption of annual budget with members.	x		Support and assistance for volunteers from 4-H Youth Development Program Educator.
Articles of Organization	x	x	<ul style="list-style-type: none"> • Completed once for each 4-H club and chartered group/committee. • Included in the 4-H Charter Application. • Copy retained in Club folder and submitted to 4-H Youth Development Program Director by January 15.
Proper storage of all 4-H club and chartered group documents.	x	x	<ul style="list-style-type: none"> • Clubs and chartered groups must have a box or storage system to pass to newly elected officers. • 4-H Youth Development Educators must have an individual file for each 4-H club and chartered group/committee in a secure location.
Review and acceptance of the 4-H Charter Application and Annual Renewal Document.		x	Support and oversight by District Liaison and 4-H Youth Development Program Director.
Completion of Determination of non-foundations status worksheets for all 4-H clubs and chartered groups.		x	<ul style="list-style-type: none"> • Completed annually. • Submitted electronically to 4-H Youth Development Program Director by January 15.
Submission of Articles of Organization, 4-H Charters and Appendix A to 4-H Youth Development Program Director.		x	Due by January 15 annually to the 4-H Youth Development Program Director.
Submission 4-H Name and Emblem Report.		x	Due by January 15 annually to the 4-H Youth Development Program Director.

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