



Hillsdale County 4-H

Club Quality Check List for - _____

(program year)



Club Name: _____

Administrative Leader(s): _____

Please indicate (v) which of the following your club has achieved over the past year:

- At least five youth were enrolled in the club from at least 2 different families.
- A minimum of six business/organizational/social/community service meetings/activities were attended by members: Provide a brief highlight of six activities:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- Club had at least one active adult leader
- All club leaders and volunteers were processed through the Volunteer Selection Process
- Club had printed bylaws or written expectations that had been shared with all members (*provide a copy if any changes have been made in the last year*)
- Explain how youth were involved in club decisions: _____
- Club had an EIN number and an Annual Financial Report had been filed with the MSU Extension Office by due date.
- Administrative leaders have communicated to club members about re-enrolling in 4-H Online and have begun the process.

Possible club endeavors (events / activities) needing additional documentation:

- If a club fundraiser had been planned, a Fundraiser Application & Final report were submitted.
- If club has planned an out-of-county trip, the field trip checklist has been completed and gone over with 4-H staff.