

4-H Club Annual Report

For the year July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_  
**DUE IN LOCAL 4-H OFFICE AUGUST 1 - Until this report is filed with the 4-H Educator, the 4-H club will not be activated in 4-H Online and enrollment in this club will not be possible**

Name of Club: \_\_\_\_\_

Primary Leader: \_\_\_\_\_ Assistant Leader: \_\_\_\_\_

How many hours (total) did primary leader spend volunteering for 4-H this year? \_\_\_\_\_

How many hours (total) did assistant leaders spend volunteering for 4-H this year? \_\_\_\_\_

Number of club meetings held: \_\_\_\_\_

How many club members do you have? \_\_\_\_\_

Main Club Project(s): \_\_\_\_\_

Officers: Indicate with a check mark if you have a club

President: \_\_\_\_\_ Vice President: \_\_\_\_\_ Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

How many of your members participated in Visual Presentations at each level:

Club: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

How many of your members submitted 4-H Records? \_\_\_\_\_

How many of your members did at least 6 hours of community service? \_\_\_\_\_

List curricula and/or resources used on back. Indicate if these are 4-H curricula.

Activity	Number of Times	Brief Description
Community Service Activities		
Fundraisers		
4-H Promotional Activities		

Life skill/Work skill Development: Check the skills you worked on with your club this year.

\_\_\_ Communication Skills

\_\_\_ Teamwork

\_\_\_ Leadership

\_\_\_ Cooperation

\_\_\_ Recordkeeping

\_\_\_ Goal Setting

\_\_\_ Problem Solving

\_\_\_ Decision Making

\_\_\_ Healthy Lifestyles

\_\_\_ Planning & Organizing

\_\_\_ Wise Use of Resources

\_\_\_ Safety

Planned club goals for the year: On a separate sheet, please state your club goals and briefly describe how your club worked toward its goals this year and any results.



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**Proof Of IRS 990-N Filing:**

***Every club must attach a copy of proof of successful filing of the 990-N***, regardless of whether they have any funds or not. The form will indicate the year and say Filing Successful.

**Names of Authorized Signatories:**

List the name of those individuals in your club who are authorized on your club, council or board's bank account. It is strongly recommended that each account have two or three people authorized. The authorized people ***must not be*** related to one another.

- 1.
- 2.
- 3.

**Required Signatures: Authorized persons must sign here. This may be the club Leader, President/Chair or Treasurer of Board or council or the club or board treasurer.**

We have reviewed the financial records and believe, to the best of our knowledge, that the information presented in this report is accurate. We authorize the University of Massachusetts to include this 4-H club (or Council) as a subordinate to be included in its group tax exemption.

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Audited (reviewed) and approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(this person cannot be related to the preparer)

***Send this completed report with required documentation (bank statement(s) and proof of 990-N filing) and signatures to your local 4-H Educator by August 1.***

**OFFICE USE ONLY:**

I certify that I have reviewed this statement and supporting documents and find it accurate, to the best of my knowledge.

Approved by local Educator/PA: \_\_\_\_\_ Date \_\_\_\_\_