



# Eaton County 4-H

## Club Quality Check List for \_\_\_\_\_

(program year)



**Club name:** \_\_\_\_\_

**Administrative Leader(s):** \_\_\_\_\_

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

- At least 5 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. \_\_\_\_\_
  6. \_\_\_\_\_
- 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 November 15th
- Participation fees/scholarship forms had been collected from each member and submitted to MSU Extension office by March 15<sup>th</sup>

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**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.