

Ingham County 4-H End of the Year Check List

Club Name: _____

Administrative Leader(s): _____

All the enclosed paperwork is due to the Ingham County MSU Extension Office no later than **September 20th**

Please (V) the following to be sure they are complete:

- ☐ Club Quality Check List
- ☐ Annual Financial Summary Report
- ☐ Civil Rights Compliance
- ☐ Club Profile
- ☐ If Applicable, bank statement ending in August 2025
- ☐ Debit Card Agreement (required if your group has a debit card)
- ☐ Ensure all fundraising forms have been turned in for the 2024-2025 year

I certify that all of the following items are turned in for the _____ 4-H Club:

Signature

Date

Office Use Only

Date Received

Received By