

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? _____

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

On a separate sheet, please briefly describe what your club did to work toward their goals and any results your club accomplished this year.



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IRS 990-N Filing:

Your local 4-H office will complete and submit the 990-N IRS filing for your group if your assets are less than \$50,000. For those groups, clubs, or committees earning more than \$50,000, you are required to complete the IRS Form 990EZ yourself and submit it to the IRS. You must then provide proof of filing to the local 4-H office. If this applies to your group, you will receive a form indicating that your filing was successful. Send that form, along with your financial records to your local 4-H office.

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-EZ filing if earnings are greater than \$50,000) 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 _____

