

# 4-H Club Manager Calendar

## Things to Remember for Each Month:

- Turn in monthly meeting reports to Extension Office
- Turn in minutes from previous month
- Let Extension Office know if you have anything to post in next month's newsletter

## September

- New 4H year starts
- Enroll in 4H Connect and pay \$5.00 fee
- Remind club members to enroll in 4H Connect
- Attend Adult Leader's meeting

## October

- Encourage club members to participate in One Day 4H
- Write thank you notes to BBQ Fundraiser sponsors – list will come from Extension Office

## November

- Attend Adult Leaders Meeting

## December

- Club Christmas Parties

## January

- Remind club members to clean up after county stock show if assigned a job
- Attend Adult Leaders Meeting

## February

## March

## April

- Attend Adult Leaders Meeting
- Ask club members to consider who they want to nominate for next year's club officers and outstanding adult volunteers

## May

- Officer Elections – send list of club officers for next year to Extension Office
- Decide who will serve as club managers for the next 4H year and notify Extension Office
- Go over proposed budget for next year and have next year's club officers sign
- Send outstanding leader nominees to Extension Office
- Sign project record forms for members

## June

- Sign project record forms for members
- Fair Boards
- Go over proposed budget for next year and have next year's club officers sign
- Work on Club Chartering

## July

- Submit Club Chartering documents 1<sup>st</sup> of July
- Remind club members of banquet duties if assigned any
- Finish fair boards for banquet

## August

- Display fair board around town and during fair
- Attend Club Manager Training