

Ingham County 4-H End of the Year Check List

Club name: _____

Administrative Leader(s): _____

All of the enclosed 4-H club end of the year paperwork is due to the Ingham County MSU Extension Office on or prior to October 18th.

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

- Club Quality Check List
- Annual Financial Summary Report (signed)
- One club secretary report from September 2018-August 2019
- If applicable, Bank Statement Ending August 31, 2019
- Ensure all fundraising forms have been turned in for the 2018-2019 year

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

Signature

Date

NEW THIS YEAR: All paperwork must be submitted and approved before your club membership will be opened for registration.

Office Use Only

Date Received

Received By