



Lapeer County 4-H Club Quality Check List



Club name: _____

Administrative Leader(s): _____

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

- At least 5 youth are 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 has at least one active adult leader
- All club leaders and volunteers are processed
- Club has printed bylaws or written expectations that have 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 has an EIN number and an Annual Financial Report has been filed with the MSU Extension Office by October 8, 2018.
- Participation fees/scholarship forms have been collected from each member and submitted to MSU Extension office by ownership due dates or May 31.

Possible club endeavors (events / activities) needing additional documentation:

- If a club fundraiser has been planned, a Fundraiser Application & Final report were submitted.
- If a field trip was held for club members, a Field Trip document was filed with the MSU Extension Office