

Club Renewal Leader Checklist- 2023-24

Information or Document Name	How to submit	Date due	Leader Checkoff
4-H Project Record Books- all levels	Submit mail/ deliver to Hanover office attn: Missy Johnson.	November 1	
Club Roster and leaders list- send email with names of Club leaders, email and club roles	Email mcjohnson@vt.edu	November 1	
Volunteer list- send email with names, email and club roles.	Email angellp@vt.edu mcjohnson@vt.edu	November 1	
Club Leadership Information Sheet with at least 2 adult leaders and Officers.	Email mcjohnson@vt.edu	November 30	
Charter Renewal (pub 388-059)	Email mcjohnson@vt.edu or mail/ deliver to office attn: Missy Johnson	November 30	
Civil Rights Compliance of VCE Volunteer Organizations and Clubs (pub 490-156)	Email mcjohnson@vt.edu or mail/ deliver to office attn: Missy Johnson	November 30	
Constitution and Bylaws (pub 388-211)	Email mcjohnson@vt.edu or mail/ deliver to office attn: Missy Johnson	November 30	
4-H Club Annual Goals and Program Plan (pub 388-210)	Email mcjohnson@vt.edu or mail/ deliver to office attn: Missy Johnson	November 30	
4-H Property Inventory Report Form (pub 388-140)	Email mcjohnson@vt.edu or mail/ deliver to office attn: Missy Johnson	November 30	
4-H Treasurer's Record Book (pub 388-025)	Email mcjohnson@vt.edu or mail/ deliver to office attn: Missy Johnson	November 30	
4-H Secretary's Record Book (pub 388-024)	Email mcjohnson@vt.edu or mail/ deliver to office attn: Missy Johnson	November 30	

<p>ALL Members, Leaders, and Volunteers Enroll in 4-H online 2.0. Must have 5 members to remain an active club. If parents are not going to be a volunteer at any point of time, then we ask that parents not enroll as a member. We will fully capture their information in the youth's record.</p>	<p>Oct 1, 2023 RENEW ENROLLMENT IN v24Honline</p>	<p>OCTOBER 31, 2023</p>	
--	---	-----------------------------	--

All forms can be found online at <https://hanover.ext.vt.edu/programs.html> select 4-H- Club Management- Annual Renewal.

Paperwork Questions? Contact Missy Johnson, Hanover Admin: mcjohnson@vt.edu, 804-752-4305