



4-H Club or Group Management Tool Kit

4-H Club or Group Management Calendar

April 2012

The 4-H Club Management Calendar sets a timetable for managing the details for 4-H Clubs and Groups. It includes due dates and required actions. Counties and clubs input their local deadlines and actions as per the sample for efficient club management and communication. This calendar is set for the 4-H Charter Renewal Year of November 1 through October 30.

	State	County	Club/Group
November	<ul style="list-style-type: none"> • 4-H Charter Renewal Year Begins • 4-H Charter Renewal Documents Due /Uploaded • WI 4-H Clubs and Groups Data Collection Site Updated • IRS Form 990 Series Tax Report due to IRS (Nov. 15) 	<ul style="list-style-type: none"> • Charter Documents Due to 4-H Youth Development Educator³ • IRS Form 990 Series Tax Reports due to IRS (Nov. 15) for all 4-H Clubs and Groups 	<ul style="list-style-type: none"> • Charter Documents Due to 4-H Youth Development Educator³ • IRS Form 990 Series Tax Reports due to IRS (Nov. 15) for all 4-H Clubs and Groups
December			
January	4-H Name & Emblem Report and attachments due		
February			
March			
April			
May		<ul style="list-style-type: none"> • County Volunteer Group Elections and Training Option¹ • County Volunteer Group Budget Development and Approval² 	<ul style="list-style-type: none"> • Officer Elections and Training Option¹ • Budget Development and Approval²
June	4-H Fiscal Year Ends		
July	4-H Fiscal Year Begins	<ul style="list-style-type: none"> • County Volunteer Group Annual Audit of Financial Books • Complete Annual Financial Report 	<ul style="list-style-type: none"> • Annual Audit of Financial Books • Complete Annual Financial Report
August			
September	4-H Enrollment Year Ends		
October	<ul style="list-style-type: none"> • 4-H Enrollment Year Begins • 4-H Charter Renewal Year Ends 	<ul style="list-style-type: none"> • County Volunteer Group Elections and Training Option¹ • Completion of Annual 4-H Charter Renewals 	<ul style="list-style-type: none"> • Project Meetings Begin • Completion of Annual 4-H Charter Renewals

1. Officer elections can be held in the spring or the fall depending on organization/group preference. Officer training should follow shortly after election. Transfer of all officer files needs to happen directly after election. Elections must follow submission of enrollment forms to insure that all those running are active members or volunteers. If the 4-H club/group uses spring elections, fall enrollment of officers must be checked.
2. It is recommended that budget development is done by fiscal year. It is suggested that it be done in May, June or July.
3. 4-H Youth Development Educators can set an earlier due date for the County 4-H Clubs and Groups.

Variables That Affect Planning Calendar

- County Fair
- County Due Date for Completed Charter Documents
- County or Club Fund Raisers (Must be connected to a budget goal)

Sample: Clover County

	State	County	Club/Group
November	<ul style="list-style-type: none"> • 4-H Charter Renewal Year Begins • 4-H Charter Renewal Documents Due/Uploaded • WI 4-H Clubs and Groups Data Collection Site Updated • IRS Form 990 Series Tax Report due to IRS (Nov. 15) 	<ul style="list-style-type: none"> • 4-H Charter Renewal Year Begins • File IRS 990 Reports as appropriate by Nov. 15 	<ul style="list-style-type: none"> • 4-H Charter Renewal Year Begins • Club Recognition Celebration • File IRS 990 Reports as appropriate by Nov. 15
December			
January	4-H Name & Emblem Report and attachments due		
February			
March			County Fair Entry Forms Distributed
April			
May		<ul style="list-style-type: none"> • County Volunteer Group Elections Option¹ • County Volunteer Group Budget Development and Approved (record in minutes)² 	<ul style="list-style-type: none"> • Officer Elections and Training Option¹ • Budget Development and Adoption (record in minutes)²
June	4-H Fiscal Year Ends		
July	4-H Fiscal Year Begins	<ul style="list-style-type: none"> • Distribute 4-H Enrollment Forms and 4-H Charter Renewal Forms • Complete 4-H Annual Financial Report • Complete 4-H Group Audit 	<ul style="list-style-type: none"> • Distribute Annual 4-H Charter Renewal Forms • Complete 4-H Annual Financial Report • Complete 4-H Club Audit
August		County Fair	Distribute 4-H Enrollment Forms
September	4-H Enrollment Year Ends	<ul style="list-style-type: none"> • Officer Elections and Training Option¹ • County Fair Review 	<ul style="list-style-type: none"> • Enrollment Forms Collected • Record Books Due
October	<ul style="list-style-type: none"> • 4-H Enrollment Year Begins • 4-H Charter Renewal Year Ends 	<ul style="list-style-type: none"> • Complete 4-H Charter Renewal • County Recognition Celebration • Charter Renewals Due to 4-H Youth Development Educator October 15 • File IRS 990 Report as appropriate 	<ul style="list-style-type: none"> • Officer Elections and Training Option¹ • Project Meetings Begin • Complete the 4-H Charter Renewal packet • Charter Renewals Due to 4-H Youth Development Educator October 15 • File IRS 990 Report as appropriate

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2. It is recommended that budget development is done by fiscal year. It is suggested that it be done in May, June or July.



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