**SEPTEMBER**

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|  | **Check club mailbox at the Extension Office** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Elect Club Officers and 4-H Council Representatives** |
|  | **Announce Officer Training Date and next 4-H Council Meeting Date** |
|  | **Send list of new officers, leaders, and 4-H Council Representatives to the Extension Office.** |
|  | **Announce to club parents that you are recruiting project leaders and other volunteers. Hand out survey for parents to complete and turn into you.** |
|  | **Hand out survey for parents to complete and turn into you.** |
|  | **Have new & returning members complete enrollment & participation forms. Make sure information is complete before turning in.** |
|  | **Announce that VIP required for all adults in leadership/helping/driving role in**  **4-H. Renewal forms filled out & into extension office asap** |
|  | **Promote Ambassadors opportunity to older club members**  |
|  | **Review parent surveys and complete interest list. Contact parents to see if willing to assist with interests, committees, etc. Sign them up!** |
|  | **National 4-H Week October 7th-13th-Promotion ideas/Implement plan to complete** |
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**LEADER NOTES:**

**OCTOBER**

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|  | **Check club mailbox at the Extension Office**. |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Have new & returning members’ complete enrollment & participation forms**. **Make sure information is complete before turning in. Due to office by November 1.** |
|  | **Announce that VIP required for all adults in leadership/helping/driving role in** **4-H. Renewal forms filled out & into extension office by November 1st** |
|  | **Promote Ambassadors opportunity to older club members - Applications Due November 1st.** |
|  | **Meet with committees and project leaders to plan year activities and goals.**  |
|  | **Achievement Banquet In November-Encourage members/parents to attend. Check and announce due date for reservation form to be in office.** |
|  | **New member orientation.** |
|  | **Announce state fair participants and awards.**  |
|  | **Carnival prize description due in office by November 1st.** |
|  | **Financial Audit due in office by November 1st.** |
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**LEADER NOTES:**

**NOVEMBER**

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|  | **Check club mailbox at the Extension Office** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Meet with committees and project leaders to plan year activities and goals.**  |
|  | **Return record books to members.** |
|  | **Remind council representatives of council meeting on November 26th. Raffle tickets available for pick up at the meeting.** |
|  | **Talk about club holiday plans for meeting, etc.**  |
|  | **Kansas Youth Leadership Forum for 14-19 year old members held at Rock Springs November 16-18.** |
|  | **Promote county club day participation. Club Days will be on February 9th. 4-H Communication Fact Sheets (covering talks, demonstrations, public speaking, presentation tips, etc.) available in office or on State 4-H Website. Sign up due in office.**  |
|  | **County T-Shirt design due in office November 16th.** |
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**LEADER NOTES:**

**DECEMBER**

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|  | **Check club mailbox at the Extension Office** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Report on November 4-H Council Meeting.** |
|  | **Explain need for PQA Training Session to Swine project members-Announce date** |
|  | **Talk about club holiday plans for meeting, etc.**  |
|  | **Kansas Youth Leadership Forum - Participant(s) report to club.**  |
|  | **Remember to check holiday closing for extension office.** |
|  | **Continue to work on Club Days** |
|  | **Carnival-Game description due in office December 14th.** |
|  | **Carnival-Raffle prizes delivered or mailed to office by December 31st.** |
|  | **Carnival- Continue to encourage sales of raffle tickets by members. Leaders turn in tickets at carnival one time to be counted towards club sales. Members should turn in tickets and money to leaders prior to carnival.** |
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**LEADER NOTES:**

**JANUARY**

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|  | **Check club mailbox at the Extension Office**. |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Promote county club day participation. 4-H Communication Fact Sheets (covering talks, demonstrations, public speaking, presentation tips, etc.) available in office or on State 4-H Website.**  |
|  | **Complete club goals and turn into office by January 4th.** |
|  | **Remind council representatives of council meeting on January 28th.****Fair Superintendents will be selected-let office know if interested.** |
|  | **Check on progress/needs of committees & parent volunteers/leaders.**  |
|  | **Gather County T-Shirt orders.**  |
|  | **Annual Foundation Meeting January 23rd-Each club required to have attendance so members of club are eligible for funding. Verify who will attend.**  |
|  | **Remind club members of the Carnival on January 12th.** |
|  | **Club Day entries due to the office by January 30th.** |
|  | **FACS Judging Contest will be held at county club day.**  |
|  | **KAPS for Area Judging due in office by January 4th.** |
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**LEADER NOTES:**

**FEBRUARY**

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|  | **Check club mailbox at the Extension Office.** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Promote county club day participation. 4-H Communication Fact Sheets (covering talks, demonstrations, public speaking, presentation tips, etc.) available in office or on State 4-H Website. Sign up due in office. County Club Day February 9th, with snow date of February 16th.**  |
|  | **Check on progress/needs of committees & parent volunteers/leaders.**  |
|  |  **Report on January 4-H Council Meeting.** |
|  | **Announce Regional Club Days on March 9th** |
|  | **FACS Judging Contest will be held at county club day.**  |
|  | **JCEEU Scholarship Forms due in office on March 1st.**  |
|  | **Regional Club Day entries due in office by February 22nd** |
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**LEADER NOTES:**

**MARCH**

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|  | **Check club mailbox at the Extension Office.** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Remind council representatives of council meeting on March 25th.** |
|  | **Check on progress/needs of committees & parent volunteers/leaders.**  |
|  | **Encourage Project Leaders to continue project meetings.** |
|  | **Remind members to complete record information throughout the year.** |
|  | **Encourage Discovery Days participation. Registration deadline is April 15th. Early registration is encouraged, as classes fill quickly.** |
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**LEADER NOTES:**

**APRIL**

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|  | **Check club mailbox at the Extension Office.** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Report on March 4-H Council Meeting.** |
|  | **Check on progress/needs of committees & parent volunteers/leaders.**  |
|  | **Encourage Project Leaders to continue project meetings.** |
|  | **Remind members to complete record information throughout the year.** |
|  | **Last day to Drop/Add a project is May 1st -Contact office if changes needed.** |
|  | **Encourage camp attendance and counselor participation. Registrations/applications are due in May.**  |
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**LEADER NOTES:**

**MAY**

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|  | **Check club mailbox at the Extension Office.** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Remind council representatives of council meeting on May 20th.** |
|  | **Check on progress/needs of committees & parent volunteers/leaders.**  |
|  | **Encourage Project Leaders to continue project meetings.** |
|  | **Remind members to complete record information throughout the year.** |
|  | **Elect royalty candidates.**  |
|  | **Encourage younger members to participate in Dirty Dozen Camp. Registrations due in office by May 23rd**  |
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**LEADER NOTES:**

**JUNE**

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|  | **Check club mailbox at the Extension Office.** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Report on May 4-H Council Meeting.** |
|  | **Check on progress/needs of committees & parent volunteers/leaders.**  |
|  | **Encourage Project Leaders to continue project meetings.** |
|  | **Remind members to complete record information throughout the year.** |
|  | **Remind members/parents to read Fairbook thoroughly!** |
|  | **Club Banner ideas-Start work early.**  |
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**LEADER NOTES:**

**JULY**

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|  | **Check club mailbox at the Extension Office.** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Remind council representatives of council meeting on July 22nd.** |
|  | **Check on progress/needs of committees & parent volunteers/leaders.**  |
|  | **Encourage Project Leaders to wrap up project meetings and help project members with fair entry requirements, especially new members.** |
|  | **Remind members to complete record information throughout the year.** |
|  | **Remind members/parents to read Fairbook thoroughly!** |
|  | **See Fairbook for concession stand work assignments for your club. Get members and adults to sign up to cover shift. Review worker instructions.**  |
|  | **Complete Club Banner.**  |
|  | See Fairbook for Friends of 4-H Picnic work shift. Sign up workers. |
|  | Secure dance chaperones for Fair Dance Thursday evening of fair week. |
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**LEADER NOTES:**

**AUGUST**

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|  | **Check club mailbox at the Extension Office.** |
|  | **Highlight key points/deadlines from the 4-H newsletter & calendar at club meeting** |
|  | **Report on July 4-H Council Meeting.** |
|  | **Congratulate all club members on fair participation and awards.**  |
|  | **Help new members with record completion as needed.** |
|  | **Remind members to complete record information as soon as possible.**  |
|  | **State Fair Pre-Entries Due in Extension Office August 12th.** |
|  | **High School Seniors-County Scholarship Forms due with record books.**  |
|  | **Achievement Level Pin Applications due with record books.**  |
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**LEADER NOTES:**