

**Club Bylaws and Constitution**

Signed and approved by club President and County Director

**Club Project list**

**List of Officers**

with names, phone & emails

**Annual Club Planner**

**Club Committee list**

**List of Jr/Teen Leaders**

**Monthly Club Meeting Planner**

**Club Calendar**

**Outreach Documentation**

**Club Meeting minutes**

**Club Forms**

**Outreach Planner/goals**

**Club Meeting Agendas**

**Club Flyers**

**Other**

**Club Roster**

(from 4h online enrollment site or other source)

**Roll of Members/ club meeting Attendance**

**Club Budget**

(signed by President & County Director)

**Correspondence**

Letters received and letters written

**Program Planning Guide**

Signed by club president and county director

**Newspaper articles**

**Project Rules /planners/ polices/ contracts**

Approved

**Club Rules**

Approved by club and county office

**Officer Ballot**

**Executive Board Agendas**

**Annual Project Report Forms report**

**Spreadsheet of club awards**

**Club Information Form**