



Glenn County 4-H 2024-2025 Annual Deadlines for Key Leaders

DUE MONDAY, NOVEMBER 20, 2024

- Program Planning Guide (With the planned checklist completed.)
- Club Outreach (Sharing your plan for the 2024-2025 program year.)
- Club Budget (With “Budgeted” column completed and signed.)

DUE MONDAY, JANUARY 27, 2025

- Treasurer’s Form 5.2: Mid-Year Club Peer Review Report & Checklist.

DUE MONDAY, JUNE 16, 2025

- 4-H Club and Project Meeting Facility Use Request Form (for the 2025-2026 4-H program year)
- 4-H Club Changes Information Sheet (2025-2026 4-H program year)

DUE MONDAY, AUGUST 4, 2025

- 2024-2025 Club Completion Report (Light Green Form)
- 2024-2025 Club Award Order Form
- Historical Members Record Books & Spark Achievement Books to UCCE Office for County Record Book Evaluation.

State Required Forms

- Year-End Club Reporting Checklist
- Completed Program Planning Guide (With completed checklist update.)
- 4-H Outreach Methods Documentation – There is a new Google survey **option** to complete this document. A hard copy will be available in the End-of-Year Club packet, and the Google link will be emailed at the same time the club packets are prepared and available. – [Updated document and process.](#)
- Secretary’s Book
- Treasurer’s Book (Including the following forms **completed**)
 - Form 6.2 Annual Inventory Report Form
 - Form 6.3 Annual Financial Report
 - Form 8.4 4-H Club Budget Report with “Budgeted” and “Actual” columns completed
 - Form 8.5 Year-End 4-H Club Peer Review Report
 - Form 8.6 Year-End 4-H Club Peer Review Checklist
 - Form 8.7 Fundraising Approval

County Required Forms

- Secretary’s Book Seal Evaluation (Sample)
- Treasurer’s Book Seal Evaluation (Sample)