

2025-2026 ORGANIZATIONAL LEADER DUTIES

Club Organizational Leaders play a very important role in the 4-H program. Your job is to manage the overall organization of the club and help it function smoothly. This is accomplished by maintaining communication with club members, parents, project leaders, and the county 4-H Agent and staff. It is also your responsibility to complete and return **ALL** forms by their due date. Due dates are indicated on all documents, most are due October 31 or November 30. There is a lot of paperwork and data entry required by office staff, as well as leaders, to ensure that everyone is enrolled with accurate information. The information provide on these forms is used for various reasons throughout the year. Promptness in returning paperwork is especially important to avoid confusion and errors and make sure that all members/volunteers are receiving relevant information.

The following is a detailed monthly guide of required items and their due dates as well as other valuable information. You should also familiarize yourself with the officer handbooks so that you are able to assist club officers with their duties. (example: The club secretary is responsible for taking the minutes of monthly club meetings in a format similar to the sample found on page 3 of their Secretary Handbook).

MONTHLY BREAKDOWN OF DUTIES

EVERY MONTH

A club meeting should be held each month. The club secretary will take the minutes of each meeting and provide the 4-H office with a copy by the 3rd Friday of each month. During meetings, the organizational leader will inform members/leaders of any pertinent information for the upcoming month. This includes upcoming events, deadlines, meetings, etc. Additional information about these items can be found in monthly newsletters, calendars, emails sent by the office and on our website and Facebook page. The newsletter contains a great deal of information about county, state and national opportunities that may be available to members and leaders. Encourage members/parents to read their newsletter each month for details that may pertain to them so that they may take advantage of those opportunities. Stress to all (members/leaders/parents) the importance of adhering to deadlines and set a good example by doing so yourself.

OCTOBER

Before your October meeting you should have picked up your club's "Year-End" and "New Year" packets from the 4-H office. The "Year-End" packet contains forms that are due by October 31st. These are used for reporting information from the previous year. The "New Year" packet contains instructions for enrolling online, Clover Project Selection Guides, and forms to be returned by November 30th in preparation for the upcoming year. Enrollment is completed through ZSuite beginning October 1st and dues can be paid electronically (if you requested this option for your club) or by check/cash to the club.

MEMBER/LEADER ENROLLMENT DUES

\$25/member

\$15/leader

\$10/cloverbud

It is the responsibility of the Organizational Leader to collect dues from members/leaders who do not pay online. Clubs cannot REQUIRE online payment, it can be offered as an option. Clubs will receive a complete club enrollment report along with an invoice sometime in January. Any unpaid dues must then be paid to the office with a club check for the total of all invoiced member/leader enrollments.

New Clubs – New clubs MUST complete a Club Charter Application, Yearly Club Program Plan and Constitution and By-Laws. Once a charter is obtained the club does not have to complete this process again but will need to update the Yearly Program Plan and Constitution and By-Laws form each year.

Forms Due - October 31

Year-End Financial Summary – Prepared and signed by the club Treasurer and audited by two adult individuals not related to the Treasurer. Instructions can be found in the Treasurer's handbook. The summary details finances from the previous 4-H year and should include the beginning balance on Oct 1st of the previous year (2024) and ending balance on Sept 30 of the current year (2025) for all checking/savings accounts held in the club's name. The club treasurer MUST complete this form and sign it. ****This is a crucial document required each year by the state for 4-H clubs to retain their charter and required by the IRS for our county 4-H to retain our tax-exempt status. Club project materials will not be released to organizational leaders until this document has been received, reviewed, and accepted by the Extension office. Failure to return this document by the October 31 due date may result in closing of your club accounts.**

Form 2 - Suggestions for Measuring 4-H Club Accomplishments – A checklist for leaders to record overall club accomplishments from the previous 4-H year.

Form 3 - Leader/Member Completion Report – A list of enrolled members/leaders and their current year in 4-H.

NOTE: This may be different than actual years in 4-H due to not completing a previous year(s). Do NOT change the years listed. If the number is in question, please contact the 4-H office to discuss. A leader or adult club representative must check all member record books and complete a Record Book Completion Form for each member (these do NOT need to be provided to the office, they are given to the member as feedback). Instructions for completing these forms can be found in the Record Book Completion Guidelines. After record books have been checked the organizational leader should indicate on Form 3 if the requirements for a completed year have been met and if the record book qualifies as a Gold Seal Record Book.

Award Nominations – Special yearly awards nomination form.

Leader Record Sheet Completion List – A list of leaders in your club who completed records last year. There are no guidelines for completion since they are not a requirement. If the leader used them at all, list them on the sheet so that they can be acknowledged.

NOVEMBER

At your meeting you should finalize club organization for the coming year by electing club officers, determining project leaders, junior leaders, forming committees and gathering event volunteers. Clubs should also plan for Family Fun Night. Each club is required to run a game or booth and each member is required to sell two books of tickets.

Forms Due - November 30

Civil Rights Letter – Requires signature of organizational leader.

Form 1- Club Leadership – List of elected club officers, project leaders and teen leaders.

Club Information – Provide general club information including monthly meeting time/location, organizational leader's name and contact number, club enrollment numbers, etc.

Club Representative Sign-up – Each club should have a contact or chairperson for county events and committees. Clubs are required to participate in Fruit Sale, Family Fun Night, and Fair Ice Cream and Club Booths. Others may be optional depending on club member participation (showcase, livestock, horse, etc). However, you should make every effort to get parents and other leaders involved by volunteering for each of the activities or committees listed.

Yearly 4-H Club Program Plan - Prepared by club Secretary. Work with a club executive committee to set club goals. The first page should be completed and returned to the Extension Office. *The Program Plan* and *Plan for Work Meetings* sheets are used to plan your monthly meetings. The *special events/county events* page is for events your club is planning to put on or participate in.

Club Budget – Prepared by club Treasurer with input from committees, leaders, and other officers. List expected income and expenses for the coming year. This is a tentative budget.

Updated Constitution & By-Laws – ****Required each year.** Prepared by the club Secretary and signed by elected club officers. This form **CANNOT** be altered in **ANY** way (text, format, wording, etc.) as they are the minimum requirements set forth by the 4-H Foundation. You may add articles of your own that pertain solely to your club's policies and procedures (additional meetings required, additional or different club offices than those outlined, limits on club membership) but they must be added as an addendum, on a separate page; they cannot be "inserted" into the original formatted document. No changes or additions can be made to the by-laws once they have been returned to the Extension Office until the beginning of a new 4-H year (that includes limitations on membership numbers). If you do not add an article limiting your membership numbers, you **will not** be able to refuse membership to any youth. **If you do not wish to add any articles of your own then you simply need to fill in the blank spaces in Articles I, V, and IV and have all required officers sign.**

Project Material Order Form – Do NOT send individual families to the office for project materials. Compile one order for all members and leaders. If you need help with this please contact the 4-H office. Record sheets can be ordered, kept electronically in ZSuite or downloaded and/or printed from the website: www.montana.edu/extension/yellowstone/4h/recordsheets. ***Project materials will not be released to leaders until the club's YEAR END FINANCIAL SUMMARY has been received and reviewed.***

DECEMBER

Club meeting. ~ Review newsletter for important info.

JANUARY

In January, you will be sent a complete club enrollment report along with a final invoice for all enrolled members/leaders who did not paid online. Check to be sure all club members and leaders are listed on the report. This is also a time when members can "add" additional projects to their enrollment or "drop" those that they may have decided they do not want to continue with. Members/volunteers are responsible for checking their own information and making any changes in their ZSuite

account. These changes will NOT be made by leaders or the 4-H office. Please stress the importance of verifying the accuracy of projects as it may affect a members Fair entries if they are not correct. This is also a good time to remind members to check their Animal Quality Assurance and Horse Helmet certification dates.

Fruit sales begin this month. Make sure that a representative from your club attends the informational meeting. Essential information is distributed at that meeting. Fruit Sale is one of the biggest fundraisers for our county. All members are required to sell at least two boxes of fruit or pay a fee to "opt out." Cloverbuds are not required to participate but may choose to if they wish.

Family Orientation Night is also in January. Encourage all new families to attend. This is a fun, informative, and interactive event for new members. They will learn about projects and opportunities that are available to them and valuable information including how to complete record books.

Remind members of beef tagging this month. *There is usually an Animal Quality Assurance and a Horse Helmet Workshop held in conjunction with Beef tagging. *Be sure that all members and parents are aware of the requirements of these certifications when enrolling in ANY animal related project. These requirements WILL affect eligibility at Fair time!

FEBRUARY

Make-it & Take it!

Fruit sale ends.

*Remind members/parents of AQA and Horse Helmet requirements.

*Remind members/parents to complete adds and drops and the importance of accuracy!

MARCH

Fruit sale pickup and delivery.

Remind parents to check their newsletter this month for information about reservation requests for camping at MontanaFair. Procedures may change from year to year. This month's newsletter will have current information.

*Remind members/parents of AQA and Horse Helmet requirements.

*Remind members/parents to complete adds/drops and the importance of accuracy!

APRIL

Remind members/leaders/parents that April 30 is the deadline for all project additions and/or drops. They are responsible for making these changes in their ZSuite account. **NO project changes can be made after April 30. ***ENROLLED PROJECTS ON MAY 1ST WILL DETERMINE COUNTY FAIR ELIGIBILITY, SO PLEASE STRESS THE IMPORTANCE OF THIS INFORMATION AND THE MEMBER'S RESPONSIBILITY TO MAKE SURE IT IS ACCURATE.**** Leaders should also advise the 4-H office of any members who have dropped out of the club.

*Communication Day and Showcase take place this month. Help members prepare for these events.

*Remind of AQA and Horse Helmet requirements.

MAY

Remind members of swine, goat and sheep tagging this month. *There is usually an Animal Quality Assurance and a Horse Helmet Workshop held in conjunction with tagging. *Be sure that all members and parents are aware of the requirements of these certifications when enrolling in ANY animal related project. These requirements WILL affect air eligibility and neither office staff nor club leaders are responsible for verifying if a member needs to recertify. This is the responsibility of the member/parent. Direct them to contact the Extension office if they are unsure.

JUNE

Encourage members to get their MontanaFair entries in as soon as possible and avoid waiting until the entry deadline. All MontanaFair entries are completed online and must be completed by the deadline. (Check newsletter and other correspondence for deadline date.)

4-H Camp takes place in June. Cloverbud Camp is in June or July.

If you have members in the horse program who plan to enter fair, remind them that their Horse ID cards, and level assessments must be completed. Members should coordinate assessments with their horse leader and provide the leader with completed and SIGNED Horse ID Cards. Horse leaders are required to sign and turn in their assessments and the cards they have received to the 4-H office by 5pm on June 15.

JULY

***MontanaFair entries due. Check newsletter and other correspondence for deadline date.**

Clubs should be preparing for fair. Each club is required to have an Interview Judging Day Volunteer, set up a club booth in Department N, and staff two shifts in the 4-H Ice Cream Booth. Please be prompt about providing any requested information to ensure that staff has ample time to plan and complete schedules. Watch newsletters and other correspondence for your club's assigned Interview Judging Day and Ice Cream Booth times.

AUGUST

***Check Newsletters, look for emails and other correspondence with FAIR dates. ***

Dept. N Interview Judging

Set up club booth.

Arrange for coverage of Ice Cream Booth during assigned times.

MontanaFair!!! August 2026

SEPTEMBER

Attend or have a representative attend all post-fair meetings. Remind all club members/parents/volunteers about these and ALL meetings and encourage them to attend. Pickup your "Year-End" and "New Year" packets to close out the year and prepare for the upcoming year. "Year-End" packet contains forms that are due October 31. If there will be a change in club leadership, please contact the office with that information so that the "New Year" information can be provided to the correct person.
