

## **Calendar of Helpful Tips For Organizational Leaders**

Important duties of the 4-H Organizational Leader:

1. Organize and conduct monthly business and project meetings, in conjunction with club officers and other leaders.
2. Check with project leaders to be certain their projects will be ready to start as scheduled.
3. Review Extension Connection for upcoming programs or informational meetings.

### **October- New 4-H Year Begins**

- Get 4-H Enrollment forms and fees into the 4-H Office.
- In some way celebrate National 4-H Week in our community.
- At a monthly business meeting, elect club officers and discuss project sign-ups.
- Make plans for awards night and encourage members to attend.
- Work on yearly 4-H Club Program Plan.
- Participate in Fall Fundraiser.
- Award Nominations due to the 4-H Office by October 14th
- Turn in Fall Fundraiser Summary Sheets and money - ON TIME - October 17th

### **November**

- Re-enrollments forms due in 4-H Office by noon, November 14th
- Return your Club's Financial Report to the 4-H Office by November 1<sup>st</sup>
- Send Club Officer's to Officers Training
- Participate in Awards Night

### **December**

- Club Organizational materials due in 4-H Office including yearly program Plan
- Enjoy Winter Break

### **January & February**

- Sell tickets and put together baskets for the Benefit Dinner
- Review Extension Connection for date of County meetings
- Start presentations at monthly meetings
- Return registration forms for Presentation Day- ON TIME

### **March & April**

- Return registration forms for Fashion Review- ON TIME

(over)

## May

- Attend 4-H Organizational Leaders Meeting
- Review Fair Book and monthly meeting
- Have Club Banner ready for Fair

## June

- Fair vouchers, Fair Parental Permission Forms, and Booth Reservation Form due to the 4-H Office BEFORE June 15<sup>th</sup>, noon

## July

- Discuss booth set-up in 4-H Building for Fair
- Participate in County Fair

## August

- Consider New York State Fair participation
- Begin collecting and evaluating records

## September

- 4-H Organizational Leaders Meeting for New 4-H Year
- Project Records Due to the 4-H Office by September 15<sup>th</sup>