

## 2024-2025 ORGANIZATIONAL LEADER DUTIES

As the Organizational Leader for your 4-H Club, you have an important job. Your goal is to guide the overall organization of the club and help it function smoothly. This is accomplished by maintaining communication with your club members, parents, project leaders, 4-H Agent, and the county Extension Office. **You are the primary contact between your club and Extension Office staff.** The information you provide to the Extension Office is used throughout the year. It is your responsibility to return **ALL** required forms to the office by the deadlines. Most documents are due by 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, and all information is accurate. Your promptness in returning paperwork is especially important to avoid confusion and errors. 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 your club's officers with their duties and turning in required items in a timely manner (example: Secretary is responsible to submit to the Extension Office monthly club meeting notes in a format similar to the sample on page 3 of the 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. During meetings, the organizational leader should inform members/leaders of any pertinent information for the upcoming month. This would include things like upcoming events, deadlines, meetings, etc. Forms and 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 all deadlines and set a good example by doing so yourself.**

#### OCTOBER

By October you should have picked up your club's "Year-End" and "New Year" packets from the Extension Office. The "Year-End" packet contains forms that are due by the end of October. Those items are used for reporting information from the previous year. The "New Year" packet contains instructions for enrolling online, Clover Project Selection Guides with County Supplement, and other forms to be returned to the Extension Office by November 30<sup>th</sup> in preparation for the upcoming year. All enrollments will be completed online through the ZSuite website beginning October 1<sup>st</sup> and payment will be available online (with leader approval) 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 did not pay online. Clubs will receive a complete club enrollment report along with an invoice from the Extension Office 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.

**The forms listed below are DUE TO THE EXTENSION OFFICE BY OCTOBER 31!! (See EXAMPLE FORMS section of this guide. You should have received one of each in your packet to complete and turn in.)**

**New Clubs** – New clubs will need to 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 complete an updated Yearly Program Plan and Constitution and By-Laws form each year.

**Year-end Financial Summary** – **Prepared and signed by the club Treasurer and audited by two adult individuals not related to Treasurer.** Instructions can be found in the Treasurer's handbook. This summary details finances of the previous 4-H year and should include the **beginning balance on Oct 1<sup>st</sup> of the previous year and ending balance on Sept 30<sup>th</sup> of the current year** 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 to the Extension Office by the October 31 due date may result in the closing of your club accounts.**

**Form 2 - Suggestions for Measuring 4-H Club Accomplishments**—A checklist for leaders to record the accomplishments of their club from the previous 4-H year.

**Form 3 - Leader/Member Completion Report** – A list of enrolled club members/leaders and their current year in 4-H. NOTE: This may be different than their actual years in 4-H due to not completing previous years, do NOT change it. 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 (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 the form if the requirements for a completed year and a Gold Seal Record Book have been met.

**Awards Ballot** – Club’s nominations for special yearly awards.

**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 be finishing your club organization for the coming year. Your club should elect club officers, determine project leaders, junior leaders, form committees and gather 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.

The forms listed below are **DUE TO THE EXTENSION OFFICE BY NOVEMBER 30!!!** (See **EXAMPLE FORMS** section of this guide. You should have received one of each in your packet to complete and turn in.)

**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 club’s general information such as 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 your club’s member participation (i.e.: showcase, livestock, horse). 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** – Prepared by club Secretary and signed by elected club officers **\*\*required each year.** 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 (i.e., 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** – Order all project materials for members and leaders. Record sheets can be ordered or are available for members to print from the website: [www.montana.edu/extension/yellowstone/4h/recordsheets](http://www.montana.edu/extension/yellowstone/4h/recordsheets). **\*\*Materials will not be released to leaders until a YEAR END FINANCIAL SUMMARY has been received and reviewed. \*\***

## DECEMBER

Regular 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 have not paid online. **Check to be sure that all club members and leaders are listed on your 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/leaders are responsible for checking their information and making any changes in their on-line account. These changes will NOT be made by leaders or the Extension Office. Please stress the importance of verifying the accuracy of projects as it will affect members Fair entries if they are not correct. This is also a good time to remind members to check their 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 sale at least two boxes of fruit or pay a fee to “opt out.” Cloverbuds are not required to participate but may choose to sell if they wish.

Family Orientation Night is also in January. Encourage all new families to attend. This is an informative, fun night 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

Regular club meeting. \*\*Review Newsletter for important info.

Make-it & Take it! – Watch newsletters and email for details.

Fruit sale ends

\*\*Remind members/parents of QA and Horse Helmet requirements.

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

## MARCH

Regular club meeting. \*\*Review Newsletter for important info.

Fruit sale pickup and delivery.

**Remind parents to check their newsletter this month for information about reserving camp spots for the fair.**

**Procedures may change from year to year. This month’s newsletter will have current information.**

\*\*Remind members/parents of QA and Horse Helmet requirements.

\*\*Remind member/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 or drops.** They are responsible for making these changes in their on-line account. **\*\*NO project changes can be made after April 30.** **\*\*\*ENROLLED PROJECTS ON MAY 1<sup>ST</sup> 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 Extension Office of any members who have dropped out of the club.

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

\*\*Remind members/parents of QA and Horse Helmet requirements.

## MAY

Remind members of Swine, Goat & 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 eligibility at Fair time and neither office staff nor club leaders are responsible for verifying if a member needs to recertify. This is strictly the responsibility of the member/parent. Direct them to contact the Extension office if they are unsure.**

## JUNE

Encourage and help 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 also in June.

If you have members in the horse program who plan to enter the 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 all assessments and cards they have received to the Extension Office (not postmarked) by 5:00 p.m., June 15.

## JULY

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

Clubs should be preparing for the fair. Each club is required to set up a Dept. N club booth and work two shifts in the Ice Cream Booth. Club leaders should receive a **Club Booth Size** form in the mail and/or by email. This should be turned into the office by the date indicated. Please be prompt about returning any forms requested to ensure that fair staff has ample time to plan and complete schedules. Watch newsletters and other correspondence for your club's assigned time in the Ice Cream Booth.

## 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.  
FAIR!!! August 2025

## SEPTEMBER

Pick-up your club's "Year-End" and "New Year" packets from the Extension Office. The "Year-End" packet contains forms that are due by the end of October. Those items are used for reporting information from the previous year. The "New Year" packet contains instructions for enrolling online, Clover Project Selection Guides with County Supplement, and other forms for the upcoming 4-H year.

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## TEEN LEADERSHIP

A Teen Leader can be any teen who wants to lead or help lead a 4-H project. 4-H members involved in Teen Leadership must fulfill one or more of the requirements below.

1. Enroll in the Leadership project.
2. Be involved in the Yellowstone County 4-H Teen Leader group. Criteria for participation is:
  - a. Be thirteen before October 1 of the current 4-H year.
  - b. Have one or more years of 4-H club work.
3. Enrolled in a 4-H club having members of mixed age groups including younger members who can be helped by older teen members. Some clubs call members over age 13 "Junior Leaders" and assign them various roles.