**Things to Remember for Each Month:**

* Submit monthly meeting reports to Extension Office
* Turn in minutes from previous month
* Let Extension Office know if you have anything to post in next month’s newsletter

**September**

* New 4H year starts
* Club Officer Installation
* Enroll in 4H Online and pay $10.00 adult volunteer fee
* Remind club members to enroll in 4H Online
* Attend Adult Leader’s meeting (present club community service presentation at Adult Leaders Meeting)
* Introduce new and old members
* Introduce club managers/leaders
* Review 4-H Club Bylaws

**October**

* Have club president and club delegates give updates on what was discussed during the previous County Council Meeting
* Encourage club members to participate in One Day 4H
* Remind club members to enroll in 4H Online
* Plan and implement Community Service Projects

**November**

* Attend Adult Leaders Meeting
* Discuss Club Holiday gathering
* Plan and implement Community Service Projects.

**December**

* Club Christmas Parties
* Have club president and club delegates give updates on what was discussed during the previous County Council Meeting
* Plan and implement Community Service Projects

**January**

* Attend Adult Leaders Meeting
* Plan and implement Community Service Projects.

**February**

* Have club president and club delegates give updates on what was discussed during the previous County Council Meeting.
* Plan and implement Community Service Projects.

**March**

* Plan and implement Community Service Projects.

**April**

* Attend Adult Leaders Meeting
* Ask club members to consider who they want to nominate for next year’s club officers and outstanding adult volunteers
* Plan and implement Community Service Projects.

**May**

* Officer Elections – send list of club officers for next year to Extension Office
* Decide who will serve as club managers for the next 4H year and notify Extension Office
* Plan and implement Community Service Projects.
* Send outstanding leader nominees to Extension Office

**June**

* Fair Boards
* Club Chartering – you will receive instructions from 4-H agent
* Plan and implement Community Service Projects.
* Turn in Treasurer’s Records to Extension Office for annual auditing

**July**

* Finish fair boards for banquet
* Plan and implement Community Service Projects.

**August**

* Display fair board around town and during fair
* Attend Club Manager Training
* Plan and implement Community Service Projects.