

# Central Kansas District 4-H 2023-2024 Organizational Leader Monthly Checklist

Please retain for reference during the upcoming 4-H year! Dates are subject to change!

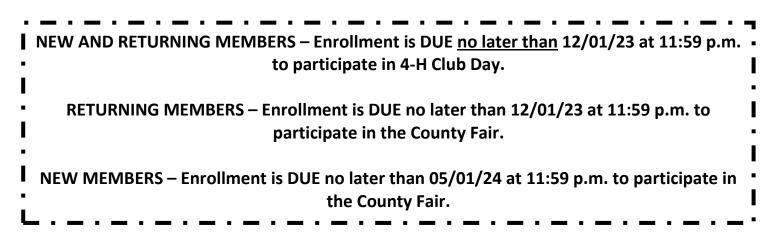
# **OCTOBER**

- Install Officers
- Participate in 4-H Week Activities
- Set club goals and decide a club project
- □ Enroll and re-enroll members ONLINE
- □ Orientate Project Leaders & New Families
- □ Ask new families to complete Volunteer Screening process
- □ Volunteers enroll and re-enroll in 4HOnline
- □ Conduct new membership drive/enrollment fair
- □ Promote 4-H Celebration of Achievements and explain the RSVPs (Online)
- □ Encourage New Family Coordinator, Parent Leader Trainer, etc. to begin working
- □ Promote Kansas Youth Leadership Forum (KYLF)
- □ Promote 4-H Council Committees
- □ Recruit Financial Review Committee
- □ Recruit club members and families to serve on club committees

#### **NOVEMBER**

- □ Enroll and re-enroll members ONLINE
- □ Project leaders enroll and re-enroll in 4HOnline
- □ Volunteers enroll and re-enroll in 4HOnline
- □ Provide new members with membership packets
- □ Encourage project leaders to start meetings
- □ Encourage Club New Family Coordinators & Project leaders to conduct meetings
- □ Complete club program books and give to families
- Give project leaders the names of youth in their group
- □ Promote and Recruit 4-H Council Committee Members
- □ Complete Club Financial Review
- □ Start Gavel Game Teams/Model Meeting practices
- □ Encourage Talks & Demonstrations at club meetings (this should happen throughout the year...right now it is a great way for 4-H members to prepare for 4-H Club Day)





# DECEMBER

- □ Online Enrollment DUE <u>no later than</u> 12/01/23 to participate in 4-H Club Day
- □ Give project leaders the names of youth in their group
- □ Continue Gavel Game Teams/Model Meeting practice
- □ Encourage Demonstration Trainers to start helping 4-H members prepare for 4-H Club Day
- □ Encourage Talks & Demonstrations at club meetings (This should happen throughout the year...right now it is a great way for 4-H members to prepare for 4-H Club Day.)
- □ Encourage leaders to continue to conduct project meetings
- □ Encourage further work by Coordinators/Trainers
- □ Encourage 4-H Club Day Planning
- □ Begin thinking about when a club judging contest may be held for the club members

## <u> JANUARY – 2024</u>

- □ Plan and encourage 4-H Club Day participation
- □ Encourage project leaders to continue work
- □ Encourage state/regional/districtwide trainings
- □ Update 4-H Project Award Applications and 4-H Records



# **FEBRUARY**

- □ Check 4-H members progress towards the requirements for the Achievement Pins
- □ Check club's progress toward goals
- □ Promote 4-H Camp for ALL AGES
- □ Promote district judging contests, usually takes place at 4-H Club Day



### MARCH

- □ Check project leaders on progress
- □ Encourage Discovery Days participation
- □ Encourage Individuals to sign up for Fair Superintendents and Assistants
- Promote Club Exchange meeting
- □ Promote 4-H Camp for ALL AGES
- Plan and work on fair projects
- Promote Districtwide Leadership Workshop
- Don't forget about holding a club judging contest if you have not already

### <u>APRIL</u>

- □ Check progress toward goals
- □ Encourage participation in 4-H Camp
- □ Horse ID Papers due June 1, no late forms accepted
- □ Work on Fair projects
- □ Update 4-H Records/4-H Project Award Applications/Pin Applications
- Promote Districtwide Leadership Workshop
- □ Tri-Rivers Fair Queen/King candidates selected



#### MAY

- □ Plan summer activities, tours, picnics, etc.
- □ Check project leaders progress
- □ Recruit Tri-Rivers pop stand and building monitors
- Begin fair preparations for helping promote volunteers, important information, and preparing exhibits

4-H is a community of young across America who are learning leadership, citizenship and life skills.

## JUNE

- Plan and work on fair exhibits
- □ Encourage Fashion Revue participation
- Parents Committee search for Organizational Leaders and Project Leaders for next 4-H year
- □ Ottawa County Fair pre-entries DUE online
- □ Recruit Tri-Rivers pop/concession stand and building monitors
- □ Tri-Rivers Fair pre-entries DUE online

# <u>JULY</u>

- □ Continue 4-H work
- □ Encourage exhibiting at fair
- □ Recruit Tri-Rivers pop/concession stand/building monitors
- Ottawa County State Fair entries, DUE
- □ Update 4-H Records/4-H Project Award Applications/Pin Applications
- □ Start thinking about selling Lions BBQ tickets
- Promote Kansas 4-H Youth Leadership Forum
- Promote Regional 4-H Leadership Forum
- □ Encourage 4-H members to run for a District Council Office

## <u>AUGUST</u>

- Set 4-H Record/4-H Project Award Applications/Pin Application due date for club
- □ Tri-Rivers State Fair entries, DUE
- □ Tri-Rivers pop stand workers
- □ Sell Lions BBQ tickets and Recruit Lions BBQ workers
- Parents' Committee continue search for leaders
- Organize Nominations Committee
- □ Encourage Council 4-H members to run for a District Council Office
- □ Promote National 4-H Conference
  - Promote the Ambassador Program

## **SEPTEMBER**

- □ Election of officers
- $\hfill\square$  Plan club achievement programs
- □ Check project leaders list
- □ Send Club changes; Organizational Leaders, times, meeting places submitted to Ext. Offices
- Conduct Project Enrollment Fair
- Promote the Ambassador Program
- □ Announce 4-H Week and 4-H Sunday
- □ Plan meeting with Parents' Committee
- □ Plan installation of officers for October
- □ Results recruitment efforts; i.e. project leaders
- □ Review Constitution and Bylaws with executive committee
- □ Plan for Organizational Leaders Update
- Promote Kansas Youth Leadership Forum (KYLF)
- Promote the Ambassador Program
- □ Promote the 4-H PDC and encourage youth to apply
- □ Turn in 4-H Pin Applications/4-H Project Award Applications/Club Summary/etc.







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<u>Please refer to the Events Calendar on our website (http://centralkansas.ksu.edu/4-h)</u> for the most current dates regarding 4-H activities.



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