



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)

NEW AND RETURNING MEMBERS – Enrollment is DUE no later than 12/01/23 at 11:59 p.m. to participate in 4-H Club Day.

RETURNING MEMBERS – Enrollment is DUE no later than 12/01/23 at 11:59 p.m. to participate in the County Fair.

NEW MEMBERS – Enrollment is DUE no later than 05/01/24 at 11:59 p.m. to participate in the County Fair.

DECEMBER

- Online Enrollment DUE no later than 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

JANUARY – 2024

- 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

APRIL

- 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

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

JULY

- 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



AUGUST



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

K-STATE
Research and Extension



Central Kansas
District