



Scotts Bluff County
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To: Scotts Bluff County 4-H Leaders
From: Jana Schwartz and Nathan Rice Nebraska Extension – Scotts Bluff County
Re: Year End Club Reports

This is a reminder that we are once again approaching the deadline for 4-H Clubs to submit year-end reports. These reports are due to the Extension Office by January 30.

The reports include the 4-H Club Treasurer's Report and the 4-H Club General Report (includes volunteers and inventory). The forms are enclosed for your convenience, but if you need additional copies, they can be found here: <https://extension.unl.edu/statewide/scottsbluff-morrill/Spotlighton4-hnewsletter/>.

- 4-H Club Treasurer's Report - If you have an EIN number and receive donations or conduct fundraisers in the name of 4-H, the money you have in your account belongs to Nebraska 4-H. It is very important that you are diligent in keeping your financial statements up to date and then deliver an end of the year statement to your local Extension Office. When you turn in your yearly report, if you show a profit, you will need to have a plan for that money that is approved by the club, not just the leader. Please specify your plan on the back of your report.
- 4-H Club General Report – It is also important to keep a current inventory of items that you have purchased with 4-H funds. This serves as a record that the items were purchased with 4-H funds and are used solely at 4-H activities and events.
Volunteers - while people step up to help at various events, these individuals may not be in our system as volunteers. Please keep a record of adults who help at events so that we can keep our records up to date. In addition, because we are a youth program, we need to ensure that all of our volunteers have had a background check. The process is painless, but necessary in order for us to produce a safe learning environment for our 4-H youth.

Remember, we need to have the completed reports by January 30. The State 4-H Office requires these to keep your club in good standing. These completed forms may be dropped off, mailed, faxed or emailed to the Extension Office. If you have any questions, please do not hesitate to call 632-1480 or email jschwartz2@unl.edu. Thank you for all your hard work for the 4-H program!!