



4-H Club Leader Change Checklist

Club Name: _____

Name of Volunteer Club Leader stepping down: _____

Name of Volunteer assuming Club Leadership (for leader rotating off or for leader stepping down):

Phone: _____ Email: _____

____ Check here if more than one volunteer is assuming club leadership. Add information on back.

Steps to be taken when a leadership change occurs:

- Attach the most recent financial review document.
- The 4-H Club has accounted for all property (including flags, banners, etc.). The club inventory sheet is complete and attached.
- All members and volunteers of the 4-H Club have been notified about a change in leadership.
- Make appropriate bank account signature card changes.

4-H Club Leader Signature: _____ Date: _____

This completed document and supporting materials should be kept in the 4-H Club file.

Date received in Extension office: _____ Staff member initial: _____

Local Contact Information

