

# End of the Year 4-H Evaluation and Renewal Checklist

-to be completed by the 4-H Educator annually-

Upon receiving the End of the Year Report form from a club, group, or committee in your county please use the following document to assess if clubs are meeting the requirements needed for renewal.

Name of Club	
Renewal Paperwork Program Year	

Did the club or group submit the following documentation:				
End of the Year Report Form	Yes		No	
Secretary's Report or Monthly Minutes	Yes		No	
Complete Treasurer's Report	Yes		No	
By-Laws or Operating Guidelines if changes were made during the program year:	Yes		No	

Does the club meet the requirements outlined in the Wyoming 4-H policy manual?				
Has 5 or more members from at least 2 families	Yes		No	
Has adult leadership that has been through the volunteer screening process.	Yes		No	
Has youth involvement in leadership and decision making.	Yes		No	
Has educational activities that meet the mission and values of the 4-H program	Yes		No	
Has by-laws that are in line with the Wyoming 4-H Club By-Laws template.	Yes		No	

After completing the above section it is suggested that you have a discussion with club leaders to look at the following questions. This can be done face to face, as a group, over the phone, or through written communication. The questions below will allow you to help club leaders plan for the upcoming year and encourage positive youth development practices among clubs.

1. What are your club goals? Do you think they are reasonable and achievable?
2. How does your club encourage a youth voice and utilize your officer team?
3. How do you welcome new families and new members into your club and our county program?
4. What plans do your club have to encourage educational learning during the upcoming year?

5. What plans do your club have to practice generosity through community service or service learning?
6. How do you encourage members to get involved at the county and state level?
7. What tools or trainings would you like to attend in order to better help you serve in your role as a club leader?

**RENEWAL**

This club meet the minimum requires found in the Wyoming 4-H Policy Manual in order to be renewed for the next 4-H program year?  Yes  No

If no, your club is placed on probation for the next 4-H year with the understanding that the following changes must be made:

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Based on our discussion with your club leadership what additional recommendations should be suggested to the club for the next program year?

Signature of 4-H Educator \_\_\_\_\_

Date: \_\_\_\_\_

Upon completion please send a copy of this form to the club leadership.