

## 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** 



## Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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