



Club Leadership Change Checklist

Club Name or Group: _____

Name of Volunteer transitioning out of club leadership: _____

Phone: _____ E-mail: _____

Name of Volunteer assuming club leadership: _____

Phone: _____ E-mail: _____

Name of bank used by 4-H Club: _____ Location of bank: _____

Phone: _____ E-mail: _____

Account number: _____

Address where bank statements are being sent:

Names of current signers on account: _____

Steps to be taken when a leadership change occurs:

- Name of volunteer who is transitioning out of club leadership role has been removed from bank account.
- Name(s) of volunteers on bank account have been checked to ensure accuracy.
- All 4-H club financial records in possession of volunteer transitioning out of club leadership role has been transferred to new club volunteer and/or the Nebraska Extension county office for retention.
- The 4-H club or group has accounted for all property (including flags, banners, etc.). The club inventory sheet is complete and attached.
- The 4-H club or group has shared a calendar of annual events and key contacts.
- The club calendar and contact sheet is complete and attached.
- The 4-H club or group leadership change has been noted in 4-H Online by the county data manager.
- All members and volunteers of the 4-H club or group have been notified about this change in leadership.

4-H Educator Signature: _____ **Date:** _____

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



Leadership Change Calendar of Events and Key Contact List

On this page below please outline events and activities of the 4-H club. The information provided will aid in the transfer of club leadership.

Description of Event or Activity	Time of Year/Date of Event	Key Contacts for Event (be sure to include those outside of the 4-H club)

Does the club have additional community partners or donors? Please list their names, relationship to the club and contact information below:

Are there additional volunteers supporting this 4-H club/group? If so, please list their names, contact information and role below:
