



2026 4-H LEADER CHECK SHEET

ROADMAP TO SUCCESS

KANSAS STATE
UNIVERSITY

Extension
Pottawatomie County

DESIGNED BY : Amber Sharpe

January Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Remind County Council Reps about the March Meeting!
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Regional Record Book Judging is Usually in Early January. Volunteers always welcome!
-  Have a Celebration for New Members Joining Your Club!
-  State Horse Judging: Equifest in Topeka, KS Late January
-  Have a practice session for youth participating in Regional Club Days (This is usually early Feb)
-  Citizenship in Action registration is due! CIA is in Feb.
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February Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  County Council Reps report on the January Meeting. Remind them about the March Meeting.
-  Regional Club Days (Usually early Feb) Hosted with WB County.
-  What is your club doing for fun? Plan a fun activity for the whole club! Maybe include an Ambassador to lead games!
-  Brainstorm 2-3 Fair Theme ideas to give to the Extension Office March 1st!
-  Citizenship in Action is the Sun-Monday or Presidents Day!
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March Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Remind them about the March Meeting.
-  Have CIA Attendees report on Citizenship In Action.
-  Encourage Discovery Day participation. Registration is Mid-April. Early registration is encouraged as classes fill up quickly.
-  Share Fair Theme Ideas at the Council meeting and they will vote on it!
-  Start chatting about 4-H Camp.
-  Steer weigh in and tagging is usually the first Saturday of spring break!
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April Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Have Council Reps Present the Fair Theme!
Remind Council Reps about the May Meeting.
-  Encourage Discovery Day participation. Registration is Mid-April. Early registration is encouraged as classes fill up quickly.
-  Encourage 4-H Camp Registration and talk about Leader and Counselor in Training!
-  Remind all of the May 1st Deadline for adding projects for the fair!
-  Small Animal Tagging is usually Late April. They MUST all be tagged by May 15th!
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May Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Remind Council Reps about the May Meeting.
-  Encourage 4-H Camp Registration and talk about Leader and Counselor in Training!
-  ALL Livestock MUST all be tagged by May 15th!
-  Discuss having a Club Tour/Project Highlight Event
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June Checklist

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|---|---|--------------------------|
|  | Remind Members to Complete record information throughout the month! | <input type="checkbox"/> |
|  | Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting | <input type="checkbox"/> |
|  | Check on the Progress/Needs of Committees & Parent Volunteers/Leaders | <input type="checkbox"/> |
|  | Council Reps Report on the May Meeting.
Remind about the July Meeting. | <input type="checkbox"/> |
|  | Fairbook is released June 1st! Remind parents to READ it thoroughly! Things change from year to year! | <input type="checkbox"/> |
|  | Fair Entry Opens the 1 st of June and will be due July 10 th ! | <input type="checkbox"/> |
|  | Discuss having a Club Tour/Project Highlight Event | <input type="checkbox"/> |
|  | Will you be having a float/banner/booth at the fair as a club? | <input type="checkbox"/> |
|  | | <input type="checkbox"/> |
|  | | <input type="checkbox"/> |
|  | | <input type="checkbox"/> |
|  | | <input type="checkbox"/> |

July Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Council Reps Report on the May Meeting. Remind about the July Meeting.
-  Fair Entry due July 10th!
-  Discuss having a Club Tour/Project Highlight Event
-  Complete float/banner/booth at the fair as a club?
-  Begin sign up for the Food Stand Schedule!
-  Fair Clean up will be towards the end of July!
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August Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Council Reps Report on the May Meeting. Remind about the July Meeting.
-  FAIR! Hang on Batman..... You'll get through it!!!
-  Congratualate all members on Fair Exhibits
-  Encourage Award Apps to be filled out! Help/Explain to New Members
-  Begin recruiting new officers
-  National 4-H Week in October... Start Plans
-  Promote Ambassador Program. Apps will be due in September and annouced at Banquet
-  State Fair Entries DUE
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A team is a reflection of its leadership.

September Checklist

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Remind Members to Complete record information throughout the month!
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Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
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Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
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Council Reps Report on the May Meeting.
Remind about the July Meeting.
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Encourage Award Apps to be filled out!
Help/Explain to New Members!
Due End of September
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Elect new officers and send List to the Extension Office
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National 4-H Week in October. Create Schedule and Plan
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Work at Club Calender and handbook
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Make plans for Club Achievment ceremony
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State Fair: Watch for Information on when to take projects to the office!
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The exercise of true leadership is inversely proportional to the exercise of power.

October Checklist

	Remind Members to Complete record information throughout the month!	<input type="checkbox"/>
	Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting	<input type="checkbox"/>
	Check on the Progress/Needs of Committees & Parent Volunteers/Leaders	<input type="checkbox"/>
	Council Reps Report on the May Meeting. Remind about the July Meeting.	<input type="checkbox"/>
	County Achievement Banquet Registration and Attendance. Towards the end of October	<input type="checkbox"/>
	Install New Officers	<input type="checkbox"/>
	National 4-H Week in October.	<input type="checkbox"/>
	Work at Club Calender and handbook	<input type="checkbox"/>
	Make plans for Club Achievement ceremony	<input type="checkbox"/>
	ENROLLMENT OPENS OCTOBER 1st!!!	<input type="checkbox"/>
	Work on Club Financials. They will be due to the office on December 1 st .	<input type="checkbox"/>
	Talk about KYLF and Registration should open	<input type="checkbox"/>

November Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Council Reps Report on the May Meeting. Remind about the July Meeting.
-  **ENROLLMENT!!!**
-  KYLF is this Month!
-  Return Record Books
-  Talk about Club Holiday PLans
-  Meet with Officers/Retreat for training
-  Work on Club Financials. They will be due to the office on December 1st.
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December Checklist

-  Remind Members to Complete record information throughout the month!
-  Highlight Key Points/Deadlines from the 4-H Newsletter and Calendar at club meeting
-  Check on the Progress/Needs of Committees & Parent Volunteers/Leaders
-  Council Reps Report on the May Meeting. Remind about the July Meeting.
-  **ENROLLMENT!!!**
-  Promote Gavel Games and Club Skits/Dances
-  Encourage CIA Attendance
-  Club Holiday meeting
-  Seniors Fill out Scholarships! Usually due the first part of January
-  Have KYLF participants talk to the club!
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Leadership is Influence, nothing more and nothing less.