4-H Officer Training
Emphasis will be on the treasurer’s role and importance of funds management for all officers.

WHEN:
January 4, 2018
6:00—8:30 p.m.
Or
January 6, 2018
9:30 a.m. to Noon

WHERE:
MSU Extension
1737 Hillandale Road
Benton Harbor, MI 49022

COST:
Free

TO REGISTER:
Registration by December 28, 2017 is required to prepare for snacks and materials. Use this online link https://events.anr.msu.edu/Berrien4hofficertraining2017/ or contact:

Kelly Stelter
4-H Program Coordinator
269-927-5674, x 4015

WHO SHOULD ATTEND?
- Young people who are serving as a 4-H treasurer
- Young people who want to be a 4-H treasurer in the future
- 4-H volunteers working with youth that are 4-H treasurers

DESCRIPTION:
This workshop will help participants understand the roles of 4-H officers and benefits of developing useful life skills for their future, including—decision-making, communication, responsibility, leadership, attention to detail and record-keeping.

The treasurer’s role will be emphasized along with the importance of working together as a team. Treasurer responsibilities have become increasingly important. Because 4-H is a public group, a 4-H treasurer’s tasks are quite different from those of a private company’s treasurer or an individual. A 4-H group treasurer is responsible to other officers, members, adult volunteers, Michigan State University and to the public.

By attending this workshop, participants will learn about:
- The roles of officers
- Running a meeting; complete with practice!
- Connecting the role of treasurer with other officers, adult 4-H leaders and MSU Extension staff members.
- Money handling expectations including the use of receipts, timely deposits and timely bill payments.
- The importance of budgeting.
- Appropriate use of funds and fund-raising do’s and don’ts.
- Check-writing and reconciling accounts.
- Tips for creating treasurer reports and annual financial statements.

Refreshments and light snacks will be provided.

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