4-H Officer Training

Emphasis will be on the treasurer’s role and importance of funds management for all officers.

WHEN:
February 17, 2018
9:30 a.m.—Noon
Or
February 22, 2018
6:00—8:30 p.m.

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

COST:
Free

TO REGISTER:
Registration by February 12, 2018 is required. Use this online link https://events.anr.msu.edu/ Berrien4hofficertraining2018/ or contact:

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

SPONSOR:
This training is provided with generous funding from Chemical Bank to the Michigan 4-H Foundation, Inc.

Refreshments and light snacks will be provided.

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

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, leadership, and record-keeping.

Focus will be on the treasurer’s role and 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.

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.

**Treasurer’s will receive a copy of the recently released Financial Manual for 4-H Treasurers.

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