4-H Treasurer Training
Learn by doing and make the most of the experience.

WHEN AND WHERE:
January 10, 2018
6:30—8:00 p.m.
Kalamazoo County
Fairgrounds, Room B
2900 Lake Street
Kalamazoo, MI 49048

COST:
Free

TO REGISTER:
Registration by January 5, 2018 is required to prepare for snacks and materials. Use this online link https://events.anr.msu.edu/Kalamazoo4HTreasurerTraining/ or contact:

Veronica Bolhuis
4-H Program Coordinator
269-383-8830
bolhuisv@anr.msu.edu

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:
Being a 4-H treasurer is an important role. 4-H youth treasurers learn valuable life skills of benefit to their future, including—responsibility, decision-making, leadership, attention to detail and record-keeping.

Because 4-H is a public group, a 4-H treasurer’s responsibilities 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, 4-H treasurers will learn:
• Current procedures and forms; and why we do it this way.
• 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.

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