

4-H Unit Required Documents Guide

UC 4-H – Santa Barbara County

5.2026



4-H Youth
Development Program
University of California
Agriculture & Natural Resources

Submit all Paperwork to:

Ella Mitchell

enmitchell@ucanr.edu

25.26 Ending Program Year Required Documents

Annual Request to Assess Unit Program Fees for Upcoming Year

- This is required only for clubs requesting additional funds from families outside the annual enrollment fee.
- Must submit 25.26 Budget with actuals & a proposed 26.27 budget.
- This is for consideration only and does not guarantee approval.

[Outreach Documentation Form \(USDA Requirement\)](#)

Officer Book: Treasurer (See attached score sheet for all forms)

- 6.2 Annual Inventory Report
- 6.3 Annual Financial Report
- 8.4 Finalized 4-H Club Budget (W/ ACTUAL)
- 8.5 Year-End Club Peer Review Report
- 8.6 Year-End Club Peer Review Checklist

Officer Book: Secretary (See attached score sheet for all forms)

- Current Constitution and Bylaws
- Meeting Minutes Sheets with Treasurer Report
- Roster of all Youth and Adult Participants/Sign-In Sheets

Officer Book: Reporter

- Published Media (fliers, newsletters, social media posts, etc.)

Awards Order (Pins, Stripes, and Achievement Rankings) attached

County-wide Treasurer's Book Peer-Review will be held at St. Joseph High School on July 25th, 2026, starting at 10:00 AM

Leader Kick Off will be held at St. Joseph High School on August 29th, 2026 tentatively, 10:00 AM – 3:00 PM

Please make sure to RSVP to both events via email!

Due Date

July 31st

July 31st

August 14

August 14

August 14

**Submit before
last club
meeting and
arrange pick
up.**



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26.27 Upcoming Program Year Required Documents

Annual Project Plans – Must be turned in for a project to be added to a club’s profile in Z Suite.

Note: Livestock Projects will only be accepted between July 1st – March 31st.

Facility Use Agreements

Copy of Club’s Bank Signature Card and Agreement (from bank) or Letter stating signers

**Due Date
Starting July 1st**

September 30th

Club Information

[Google Form](#) (Includes: new officer list, meeting times and location) Linked via email.

Annual Club Planner ([PDF](#))

Project Leader List (Google Sheet) Linked via email.

[8.4 Anticipated 4-H Club Budget](#) (w/general meeting approval minutes)

Copy of Signed Club Bylaws and Constitution voted in for this Program Year.

October 30th

[Form 8.7 Fundraiser Approval Form\(s\)](#)

At least 1
Month before
the proposed
Fundraiser
Date



Santa Barbara County Treasurer's Score Sheet

Club Name: _____

Judges initials _____

Year _____

Items Required	SCORE	End of the Year Submission
Peer Review Completed Form 8.5 No form or missing signatures will be returned to club!	10 points 0 points	
Peer Review Completed Form 8.6 <u>All signatures must be unrelated & Approved Volunteers/Youth</u> All 4 signatures <u>required</u> No form or missing signatures will be returned to club!	10 points 0 points	
Annual 4-H Financial Report Form 6.3 All months reported Missing or doesn't match	10 points 0 points	
Budget – voted, approved, signed by president and noted in club meeting minutes. Any budget format can be used All listed above If missing approval vote in meeting minutes If not signed by all	10 points 2 points 0 points	
Monthly Club Ledgers for expenses/income All months reported & matches w/receipts & statements Deposit Slip Records Missing 2 or more months of receipts or ledger	5 points 5 points 5 points	
Fundraising Approval Form 8.7 Signed by club and staff Not signed by Regional Program Staff	10 points 0 points	
Bank statements (include savings if applicable) Reconciliation Form All 12 months Missing one statement	10 points 0 points	
Receipts or invoices for every transaction Reimbursement Forms All receipts Missing one or more	5 points 5 points 1 point	
Annual 4-H Inventory Report Form 6.2 Photos match ALL items listed over \$100 (Bonus) There are items listed but no photos of items over \$100 Confusing or not well documented Missing	10 points 5 points 3 points 0 points	
Bank Account Information Sheet Has names and contact information of club treasurer and adult volunteer(s) who assist with finances	5 points	

Order Filled: _____ By: _____

4-H PROGRAM YEAR 2025 -2026 CLUB AWARDS ORDER

4-H CLUB: _____ Leader: _____ Phone # _____

*DATE NEEDED: _____

All Club Awards Orders are to be PICKED UP at 4-H Office (1105 E Foster Rd in Santa Maria) Please reach out to Ella Mitchell via email to arrange your pickup time.

RECORD BOOK SEALS: (number needed in each category) Gold _____ Blue _____ Red _____

STRIPES FOR HATS:

(Primary Members receive year stripes also – add this number needed in each category below)

White Stripe on Green (Primary through 8th Grade) _____ Green Stripe on White (9th Grade & up) _____

Gold Stripe on Green Jr. Ldr. (through 8th Grade) _____ Gold Stripe on White Teen Ldr. (9th & up) _____

JR./TEEN LEADER PINS: (Qty. needed in each category) Jr. Leader _____ Teen Leader _____

STAR RANK: (number needed in each category) PLATINUM _____ Gold _____ Silver _____ Bronze _____

Reminder, our Star Achievement System will sunset next year.

SPARK PINS: (Questions – email Ella Mitchell enmitchell@ucanr.edu)

PRIMARY MEMBER CERTIFICATES: (number needed) _____

(2023-2024) 4-H ACHIEVEMENT PROGRAM YEAR PINS:

Primary Age 5 _____ Junior Age 9 _____ Inter. Age 13 _____ Senior Age 17 _____

Primary Age 6 _____ Junior Age 10 _____ Senior Age 14 _____ Senior Age 18 _____

Primary Age 7 _____ Inter. Age 11 _____ Senior Age 15 _____ Senior Age 19 _____

Primary Age 8 _____ Inter. Age 12 _____ Senior Age 16 _____

Total PRIMARY: _____ **Total JUNIOR:** _____ **Total INTERMEDIATE:** _____ **Total SENIOR:** _____

LEADER PINS: (number of leaders in club): _____