



## Club Leadership Change Checklist

Club Name or Group: \_\_\_\_\_

Name of Volunteer Club Leader stepping down: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Volunteer assuming Club leadership: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Bank used by 4-H club: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check Account #: \_\_\_\_\_ Savings Account # (if applicable): \_\_\_\_\_

Address where the bank statements are being sent: \_\_\_\_\_

\_\_\_\_\_

Names of current signers on account(s): \_\_\_\_\_

\_\_\_\_\_

**Steps to be taken when a leadership change occurs:**

- All financial accounts have been transferred out of the leaders name who is stepping down and names of current members and leaders are on the account.
- The 4-H Club or Group previous leadership has submitted all current and past financial documents to the new leader or the county UW Extension office for retention.
- The 4-H Club or Group has accounted for all property (including flags, banners, etc.). The club inventory sheet is complete and attached.
- The 4-H Club or Group has shared a calendar of annual events and key contacts. The club calendar and contact sheet is complete and attached.
- All members and volunteers of the 4-H Club or Group have been notified about a change in leadership.

4-H Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed document and supporting materials should be kept in the 4-H Club or Group file.

*The University of Wyoming and the United States Department of Agriculture cooperate.  
The University of Wyoming is an equal opportunity/affirmative action institution.*

# Leadership Change Inventory Report

List all equipment and/or property held by the club or group

Item Description	Item Location (who keeps this or where is it stored or located)	Person Responsible (if applicable)

*-this forms needs to be attached Club Leadership Change Checklist-  
Additional pages can be added if necessary.*

## Leadership Change Calendar of Events and Key Contact List

On the page below please outline events and activities of the 4-H club. The information provided will aid in the transfer of club leadership.

Description of Event or Activity	Time of the Year / Date of Occurrence	Key Contacts for Event (be sure to include those outside of the 4-H club)

Does the club have additional community partners or donors? Please list their names, relationship to the club, and contact information below:

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