A reminder that a number of items are due at the upcoming Leader Training on Saturday, August 22 from 9 AM until 12:30 PM at the 4-H Center.  These include:

**Record Books:**

* All Primary Books (use the state format) should be forwarded for positive comments and encouragement.
* Junior and Senior books should be forwarded following Club Judging only when they achieve a **GOLD** seal based upon the attached Record Book Evaluation Form.  *This means that they score 85-100%.*  Books that do not achieve a **GOLD** should not be forwarded to county for judging but should be recognized by your club.  As per the state, the minimum requirement for a Junior/Senior Record Book is the PDR (Personal Development Report), your 4-H story (required number of pages is 2-4 for juniors and 3-6 for seniors), and at least one completed project report for each project you are in. Additionally, Seniors are required to include three summary pages. Note: a Record Book is not complete unless it has ***all*** required signatures.  Books that do not meet the minimum standard, or when reviewed clearly did not achieve a **GOLD** in club judging, will be returned to the club and will not be judged.
* Included with your books should be the Club Inventory of Record Books Submitted found on the County Website Club Forms and Applications page.

**Officer's Books:**

* All clubs are required to turn in an audited Treasurer's Book and a Secretary's Book. This is mandatory.  Officers' should use the checklists provided on the County Website Forms and Applications page to ensure their books are complete and meet minimum guidelines established by the county.  Secretary Books **MUST** include your current club Bylaws and Constitution.  Clubs are encouraged to turn in an Editor's Book.

**Club Awards:**

Options Award Applications for Community Service, Attendance and Club Achievement Awards should be submitted on August 22 as well.

**Club Budget for 2015/2016:**

Your budget must be submitted for review and approval by the 4-H Office and must include Fundraising Approval Forms for all fundraising activities anticipated to raise in excess of $100.00.

**Project Proficiency Forms:**

Forms must be completed and signed by both the project and the club leader. There is no limit to the number of proficiencies a members can earn in one year.

**Member Achievement Awards Order Form:**

Turned in at Leaders Training or sooner to the 4-H office to order Stars, Year Pins, Stripes and White Hats. **NO EXCEPTIONS.** Orders will be fulfilled for delivery at the October CCC Meeting.  Forms turned in after August 22 will be held for fulfillment in 2016.