4-H Club Materials & Equipment Inventory

Club or Committee Name:_____

As the 4-H Club or 4-H Committee acquires materials, equipment, property, or other assets, annually update this form by August 20th. Individual items, with a value of less than $25, may be grouped together. Club shirts do not need to be included on the inventory if individual club members have possession of the shirts.

* If the club has no acquired materials, equipment or property select "No"
** Please see the Financial Guidelines for the Lake County 4-H Program regarding the guidelines for donations

Person Completing the Form:

Name	Signature	Date Completed (MM/DD/YY)	
_____	_____	_____	*Inventory: __ Yes __No
_____	_____	_____	*Inventory: __ Yes __No
_____	_____	_____	*Inventory: __ Yes __No
_____	_____	_____	*Inventory: __ Yes __No
_____	_____	_____	*Inventory: __ Yes __No
_____	_____	_____	*Inventory: __ Yes __No

Date Acquired	Description of Item	Location of Item	Start Cost or Value	Purchased by Club or **Donated by:	Item out of "service" Reason & Date
June 2010	*Clippers*	*Jane Smith, Leader*	*$125*	*Purchased by Club (fundraising)*	*Item no longer working – not repairable June 2015*
July 2016	*Clippers*	*Jane Smith, Leader*	*$150*	*Purchased by Club (fundraising)*	
August 2016	*Fair Decorations (frames, fabric, signs)*	*Benny Beaver, Club Parent*	*$75*	*Donated materials by 4-H families*	