

Checklist of Items Due During 4-H Enrollment Process...



___ *Club Information Sheet – Due April 1st*

___ *Participation Fee Support Program – Due May 1st*

Each member (not Cloverbuds) pays \$5 once each year, no matter how many clubs they are in. **Fees due May 1.** Please make checks payable to: **Licking County 4-H Committee**. Checks are to be mailed to: Tim Beltz: 8533 Martinsburg Road, St. Louisville, OH 43071

___ *4-H Chartering Checklist – Due April 1st*

___ *Across County Lines Forms* for members living outside of Licking County (only if we don't already have one on file). **Please make every effort to submit prior to April 1st.** [This form is located behind Tab 1 and is also available on our website at <http://licking.osu.edu> (4-H Youth Development/How to Join 4-H, then under Member Enrollment Forms).]

___ **Please make sure that if your club members are doing a Group project that you contact our office at 740-670-5315 and speak with Adrienne to let her know what your group project is and she will make sure that the project is added to the list of County Only Projects (COP) available on the dropdown option in 4-H Online and then will make sure that all members are enrolled correctly.** If a member also wants to take that project as an individual, then they will need to enroll in that individual project not the COP project. For more information, see the gold "Frequently Asked Questions about Group Projects" sheet behind tab #3 in the Club Resource Book.

___ *Book Order* (optional). Please give us ample time to fill your order.

Deadline for project changes is April 30. After April 1st, one project can be exchanged for another project, not necessarily in the same project category. In other words, a project can be added, but another project needs to be dropped. Total number of projects can not be increased after April 1st enrollment deadline.

Confirmation of Club Enrollments:

After April 1st, each club is **STRONGLY ENCOURAGED** to run a roster report. This roster must be checked to confirm its accuracy for everything from spelling mistakes to incorrect / missing project numbers to missing members (and everything in between!). We send this information to the Fair, so **it must be correct.** **Only those projects listed on the member's enrollment form will be eligible for judging and entry in the Hartford Junior Fair.** Helpful Hint: Have each family initial their information when they verify that it's correct.

