

**Club Leader/Enrollment Specialist**

**Club Training Check-list**

Read the Enrollment Guides

Plan Club Due Dates

Plan Club Fees if any

Plan Club Enrollment Training/Information Meeting

Go over the Fair Animal and Equine Deadline date December 31 every year: EMPHASIZE that this date applies to ALL Youth AND Adults.

**BEFORE** distributing enrollment packets:

Go over the packet with the volunteers/member families.

Emphasize the importance of reading the entire packet before they answer any of the questions.

Emphasize answering **ALL** of the questions **COMPLETELY**.

Provide Due Dates

Provide Fee information

EMPHASIZE to everyone to be sure and have computer/internet access during the first week of July.

Emphasize to everyone to FREQUENTLY throughout each day beginning with July 1 to check their e-mails for one from you stating that the 4hOnline system is open for enrollment and to log in now to complete their online enrollment.

EMPHASIZE to everyone that when the time comes to do the online part, they DO NOT need to print any of the forms 4hOnline that the system states to print as you have or will be providing them the packet they must complete.

Go over the additional enrollment forms, their use, who needs them and when they are needed.

**Ventura County Forms** [**http://ceventura.ucanr.edu/Youth\_Development/4-H/Enroll/Forms/**](http://ceventura.ucanr.edu/Youth_Development/4-H/Enroll/Forms/)

* A Message from the 4-H Office   
  *Youth: The form must be read and signed by each enrolling youth member and their parent/guardian.  
  Adult Volunteer: The form must be read and signed by each adult volunteer applying for volunteer service.*
* Aging Out Enrollment Form   
  *This form is for youth members that graduated high school in June of the program year and wants to take their animal project to Fair in July/August BUT they otherwise do not want to participate in 4-H in the new program year that begins July 1st.  This form MUST have Part I and Part II completed AND submitted to their Cub Leader or Enrollment Specialist WITH their Re-enrollment packet (the usual enrollment/re-enrollment process applies, this form is in addition to).*
* Club Transfer Enrollment Form   
  *A 4-H Member or Adult Volunteer who is currently enrolled in a Community Club and wishes to Transfer enrollment to a different Community Club mid-year must complete this form and submit it to the County 4-H Office.*
* Cross Clubbing for Projects Form   
  *A 4-H youth member who wishes to participate in a project not offered by their home club may cross club for the project with another 4-H club.  This form must be completed and submitted WITH the enrollment packet at the time of enrollment/re-enrollment.*  
  ***The County 4-H Office has received the following inquiry a few times; “I've been told that once a club has 2 or 3 members cross clubbing for the same project, the home club has to provide the project rather than the members cross clubbing.  Is there a policy that states this?”  The answer is:  No, there is no limit or requirement to how many members from one club may Cross Club for the same project.***
* Drop from 4-H Enrollment Request Form   
  *A 4-H youth member/adult volunteer who wishes to drop from 4-H must complete Part I and submit the form to their Club Leader or Enrollment Specialist.  The Club Leader must complete the form and submit it to the county 4-H Office within 5 days of receiving the form.*