

**Club Enrollment Specialist Responsibilities**

**(This includes ALL Club Leaders within the Club)**

The Club Enrollment Specialist (ES) will handle the enrollment process for the club throughout the program year. The bulk of the process occurs around the beginning of each new program year (July).

The Ventura County 4-H Club Enrollment Specialist (ES)

* Learns the 4-H Enrollment process.
* Learns the online enrollment system.
	+ Keeps current on the 4hOnline Q&A Page and updates on the 4-H Website, reads and becomes familiar with all e-mails from the 4-H Office regarding changes/problems/fixes to problems as they are received.
	+ IMMEDIATELY contacts the 4-H Office when something comes up that they cannot locate in their enrollment instructions, the 4hOnline Q&A Page, 4-H Website or e-mails from the 4-H Office.
* Sets the deadline for each youth member and adult volunteer to complete the enrollment process BOTH online AND submit paper forms to the ES prior to the 4-H Office set deadline. (Adult completed paperwork DUE to the 4-H Office from the Clubs NO LATER THAN WEDNESDAY MAY 8, 2013. **IMPORTANT NOTE**:  This ***DOES NOT*** exclude the adults from going online and completing the online enrollment process in July when the system is up for the new program year.)
	+ ***SPECIAL NOTE: EMPHASIZE to everyone that the deadline applies to each of them no matter when their projects start, i.e.; their projects start in July 2013 or they start in April 2014; everyone must do their Re-enrollment NOW. Those that are thinking they MIGHT want to participate in a Market Animal Project or a Horse Project, should include those projects on their online personal project list during their re-enrollment / enrollment process to ensure that they don’t forget to add it later and then miss the deadline of December 31.***
* Teaches and Assists the clubs’ members and volunteers with their online enrollment and paperwork process.
	+ When the 4hOnline System has been opened up for enrollment to the 2013 / 2014 Program Year (watch for the e-mail announcement from the 4-H Office; at this time we are anticipating July 1-4, 2013), the ES will need to:
		1. E-mail their club members and volunteers that online enrollment is open and remind them of the deadline for completion.
		2. Begin entering ALL of the enrollments that they have received completed enrollment packets for (these are from the Members that DO NOT have internet access).
* Receives ALL paper enrollment forms, with fees payment, from EACH youth member and adult volunteer.
	+ Required Youth Forms: **Youth families that enroll online (they have internet access)**
1. Waiver of Liability
2. A Message from the 4-H Office
3. Medical Release (on 1 side) / Health History (on the other side) (Both sides **MUST** be printed on **ONE sheet of paper**) **GLUED FORMS WILL NOT BE ACCEPTED (Please DO NOT multiple staple any sheets together. One staple is sufficient. We’ve been receiving in the past two years, two sheets of paper stapled 5 times in all 4 corners.) SPECIAL NOTE**:  It is NOT necessary for ANY club to make a copy of the Medical Release / Health History form for their clubs records prior to turning them in to the 4-H Office; they will be receiving the form back after the 4-H Office verifies the packets.

DO NOT submit pages 1, 2, 7, 8, 11, 12, packet checklist – these are the youth’s family copy.

* + Required Youth Forms: **Youth families that do not have internet access.**
1. **Youth** 4-H Member Paper Enrollment Form
2. A Message from the 4-H Office
3. Medical Release (on 1 side) / Health History (on the other side) (Both sides **MUST** be printed on **ONE sheet of paper**) **GLUED FORMS WILL NOT BE ACCEPTED (Please DO NOT multiple staple any sheets together. One staple is sufficient. We’ve been receiving in the past two years, two sheets of paper stapled 5 times in all 4 corners.) SPECIAL NOTE**:  It is NOT necessary for ANY club to make a copy of the Medical Release / Health History form for their clubs records prior to turning them in to the 4-H Office; they will be receiving the form back after the 4-H Office verifies the packets.

DO NOT submit pages 1, 2, 7, 8, 11, 12, packet checklist – these are the youth’s family copy.

* + Required Adult Forms:
1. Adult 4-H Volunteer Paper Application Form
2. Waiver of Liability
3. A Message from the 4-H Office
4. Volunteer Confidential Self-Disclosure
5. Medical Release / Health History form Both sides **MUST** be printed on **ONE sheet of paper**) **GLUED FORMS WILL NOT BE ACCEPTED (Please DO NOT multiple staple any sheets together. One staple is sufficient. We’ve been receiving in the past two years, two sheets of paper stapled 5 times in all 4 corners.) SPECIAL NOTE**:  It is NOT necessary for ANY club to make a copy of the Medical Release / Health History form for their clubs records prior to turning them in to the 4-H Office; they will be receiving the form back after the 4-H Office verifies the packets.

DO NOT submit pages 1, 2, 10, 11, 12, packet checklist – these are the volunteer’s copy.

* Reminds the clubs’ members and volunteers to add to their e-mails’ “Safe List” our 4-H Office e-mail addresses (some e-mail providers call this a “Green List” or “Ok to receive” list) to help minimize error messages that 4-H Office receives due to provider not recognizing our addresses or flagging us as spam.
* Reminds the clubs’ members and volunteers to keep their password to the online system in a safe and secure location for future use.
* Reminds the clubs’ members and volunteers to keep their contact information current in the online system.
* Reminds the clubs’ members and volunteers to be sure that their personal project list includes ALL the projects they are “thinking” of participating in so that they do not miss ANY deadlines.
* Reminds the clubs’ members and volunteers of ALL enrollment deadlines.
* Sets-up a free e-mail account for those members and volunteers that **do not have computer access**.
	+ Keeps track of the e-mail account and corresponding password for each of these families/individuals.
	+ Sets-up AND maintains the 4hOnline profile records and corresponding passwords for each of these families/individuals.
	+ If/when the family has computer access of their own; provides them with their account access information so they can take over maintenance.
* Reviews ALL paper enrollment forms for completeness/accuracy.
* Reviews EACH online record for completeness/accuracy.
* Confirms EACH youth member and adult volunteer in the online system.
	+ When the ES is “Confirming” each Member / Volunteer; they are saying:
	1. That member / volunteer submitted EACH required form.
	2. They reviewed EACH form and that EACH of those forms are COMPLETE.
	3. That members’ / volunteers’ on-line enrollment is complete and accurately displays: a complete address in the family account, the name on the forms match the name online (write the online name on the form before moving on) DOB **AND** the member / volunteer has selected projects.
	4. They collected the enrollment fee for that member / volunteer.
* Alphabetizes the enrollment packets by Last Name, First Name prior to submitting to the 4-H Office.
* Submits (via mail or drop-off) ALL complete and accurate enrollment forms to the 4-H Office by the deadline AFTER the club’s confirm process is complete.
1. **DEADLINE** For: Chief Peak, Citrus Valley, and Santa Rosa Valley ONLY: **IF YOU HAVE ANYONE IN ANY OF YOUR EQUINE PROJECTS THAT CROSS-CLUBS FROM ANOTHER CLUB, MAKE SURE THEY ARE AWARE THAT THEY NEED TO MEET THE ENROLLMENT DEADLINE IN ORDER TO PARTICIPATE IN HORSE FAIR; HAVE THEM TALK WITH THEIR CLUB LEADER RIGHT AWAY**. Due to the Horse Fair deadline:
	* + - **Tuesday, July 11, 2013 4:30 p.m. The earlier the better.**
2. **DEADLINE** For: Bardsdale, Briggs, Conejo Valley, Del Norte, Las Posas, Loma Vista, Mira Monte, Mupu, Piru, Sespe, Somis: **IF ANYONE IN THESE CLUBS CROSS-CLUBS TO ANOTHER CLUB FOR EQUINE, YOU ARE RESPONSIBLE FOR MAKING SURE THEIR ENROLLMENT MEETS THE HORSE FAIR DEADLINE 7-11-13 NOTED ABOVE**. Due to the Fair deadline:
	* + - **Wednesday, July 17, 2013 4:30 p.m. The earlier the better.**
	* ALL new enrollments that come in throughout the program year must be submitted to the 4-H Office ***PRIOR*** to the new member / volunteer participating in any projects / events. The process for the new members and for the club is the same throughout the year. **Submit them to the 4-H office within the week you receive them.**
* Provides the Project Report to EACH certified Project Leader (just the report for the project(s) they are leading or assisting).
	+ Provides updated reports as new enrollments obtain an “Active” status in 4hOnline.
* Provides Club Directory at Club General Meetings for EACH family to review their information and write ALL corrections. Makes the updates for those families that do not have computer access, reminds those families that do have computer access to update the information within the next couple of days in 4hOnline. Provides the 4-H Office with the printed pages containing the noted changes, keeps a copy for the club records.
* Acts as the point person for enrollment questions from the club, then contacts the 4-H Office for answers to questions they are unable to locate in the instructions posted on our website <http://ceventura.ucdavis.edu/Youth_Development/4-H/Enroll/Leaders/>, then will provide the answers back to the inquiring party once received from the 4-H Office.
* Regularly (once a week is recommended) throughout the program year reviews the online system for new enrollments and follows-up with the paperwork, fees, etc.