

2009-10 4-H Organizational Leader Enrollment Procedures

Re-Enrollment Deadline Dec 10, 2009

➤ **Volunteers**

Returning and new volunteers must complete the 4-H Volunteer Enrollment Form (salmon). Be sure to include the necessary paperwork they will need to fill out the form correctly: **Definitions List for residence and grade (light yellow), State Project List and County Project List.**

NEW VOLUNTEERS must also complete the 4-H Volunteer Application Form (tan) and a Background Check Forms

➤ **Members**

Returning and new members must complete the 4-H Member Enrollment Form (goldenrod). Be sure to include the necessary paperwork they will need to fill out the form correctly: **Definitions List for residence and grade (light yellow), State Project List and County Project List.**

Reminders:

- Mark new enrollment or re-enrollment
- Insert correct year in 4-H (if this is their 1st year write "1" **Do not "0"**)
- **4-H Age** – A 4-H'ers age for 2009-10 is his/her age as of 12-31-09.
- Check e-mail question on form unless newsletter is to be mailed
- Write e-mail address legibly
- Military Line
- Complete reverse side of form
- Denial of Permission for Photos (**note what it is saying!**)
- Have someone 18 or older sign the "Witness of Signature"
- See "Definition Sheet" for residence and grade guidelines

State and County Projects:

- See the 2009-10 State Project List and the El Paso County 4-H Project List 2009-10. All State projects may be taken by Jr., Int., and Sr. members unless otherwise indicated by (*).

NEW THIS YEAR - There are no longer State or County project codes. Be sure to write the correct project name and activities that you are enrolling in. Projects not on the County list can be done as self determined.

- **Show Ring Code of Ethics** – complete form for animals that you intend to show at fair; turn in with enrollment.
- **Wholesome Meat Act Form** – complete form for cattle, sheep, hogs, goats, poultry and rabbits; turn in with enrollment.
- **Animal Care and Housing Form for Colorado 4-H Livestock** (hot pink) - State requirement for all 4-H animal projects.
- **Club Membership Policy** – no secondary club. Can do project with another club.
- **Change Forms** – Leader or parent needs to complete in order to change information submitted on the enrollment form.

Deadline & Fees

➤ **Deadlines**

Member re-enrollments – December 10, 2009

New enrollments/drops and add/drop project changes/club change – May 3, 2010

Submitting Forms – The organizational leader should submit all their club forms as one packet with **one check.**

Make check payable to: El Paso County Ext. (checks will be deposited January 4, 2010)

- **Fees** - \$40 members / \$10 new leaders / \$2 returning leaders

~Over~

NEW 4-H Online Enrollment Process REMINDER!

Please **MAKE SURE** that all club members and families know that once the Ext. Office enters their email address in the new system, they will receive an email from 4-H Online stating "Congratulations, you have been enrolled in 4-H". **Please don't be alarmed. This is not 'junk' mail so please do not delete!**

State & County Websites

<http://colorado4h.org>

Please visit this website for: e-Record Books, supplemental material, e-Record User Guide, project descriptions, tip sheets, state project exhibit requirements, state communications, policies, enrollment forms, state project list with codes.

<http://elpasoco.colostate.edu>

Please visit this website for: Foundation Scholarship Request Forms, newsletters, county fair requirements and schedule, club list, camp information, Festival of Events information, horse rule book, 4-H Impact Study, and other misc. information about El Paso County 4-H.

Record Books & Manuals

State – Project/record books must be ordered by the club leader. Use the 2009-10 4-H Publications Order Form (white). The form must be brought into the Extension Office with a self addressed mailing label (clip to the order form) and a **check payable to CSU** (payment in full). Your order will be sent directly to you from the State. Please allow a minimum of two weeks for delivery from the time you submit your order.

County – Project/record book orders should be ordered on the County 4-H Literature Order Form (cream). It should be completed and delivered, faxed (520-7699) or emailed: corinamaldonado@elpasoco.com to the Extension Office for processing. Please allow at least a week from the time we receive your order to process. If the manual is also an activity book, that activity book will also be submitted with the e-record as part of the County Fair exhibit. See the County Project List for 2009-10 for guidelines. All county projects will continue to require an e-record.

Newsletter

Beginning January 2010, the newsletter will be issued on a bi-monthly basis. It will be issued mid way between months. For example Jan/Feb will be issued end of January, Mar/Apr will be issued end of March and so forth. We will send out one blast email on a weekly basis to cover any pertinent information, important dates and any upcoming news that you will need prior to the newsletter release. The due date for submitting information for the weekly blast email will come at a later date. The deadline for article submission is 16th of the month for the next newsletter.

Remember, the newsletter and emails are key to knowing what is going on in 4-H. Make sure you and your members are receiving the information. We can mail out a limited number of copies of the newsletter for those who do not have e-mail access. Please inform all new members to visit the website <http://elpasoco.colostate.edu> to access the newsletters. It will be awhile before all of the new email addresses are entered into our new database. Newsletter copies are also available in the 4-H Office.

Office Hours

Extension Office Hours are 8:00am – 12:00pm and 1:00pm – 5:00 pm Monday through Thursday. The office is closed everyday from 12:00pm to 1:00pm, on Friday's and major holidays. Please make sure to always call ahead as we are understaffed and may not be available. The 4-H Office number is **520-7681**.