

4-H Enrollment Procedures

A. Enrollment Procedure

1. Families

- See the document labeled Family 4-H Online Enrollment
- Emails and log-ins carry over in 4HOnline from year to year.

2. New advisors **must**:

1. complete the potential volunteer online application
2. sign the Standards of Behavior as part of the application
3. complete a fingerprint check
4. create a 4HOnline volunteer profile
5. interview with the county 4-H Educator
6. complete 4-H Volunteer Orientation
7. A Welcome letter will be sent when all the steps are complete

Returning 4-H advisors must complete their enrollment through the 4HOnline database to include checking the Standards of Behavior and photo release boxes.

*****If the enrollment is not completed by April 1st, they will no longer be considered an advisor.

3. Advisors - please double check all of your members enrollment choices in 4-H Online.
4. **A 4-H advisor should check the information for their 4-H Club Members for accuracy prior to the April 1st deadline in the 4H Online database. Access to club information will be provided for the volunteer to view their club enrollment. There will be a grace period from April 1 to May 1 to add or drop projects. The date for final changes will be May 1.**

B. Other Information Included in your Club Packet

Project Book Request Form - Due by April 1st. Your book order will be filled after April 1 by the Extension Office staff. Payment **must** be received before books will be released.

Officer Books - Print from webpage.

<http://www.ohio4h.org/members/officers/>

Business Meeting Agenda Sheets - Enclosed is one copy of a business meeting agenda sheet. It is intended to be an aid for advisors and presiding officers. Presiding officers should have it completed before the meeting. Please feel free to duplicate.

Installation Ceremony - Print from webpage.

<http://www.ohio4h.org/publications/>

C. Other Items Available but not included in your Club Packet.

4-H Family Guide - Available online at <https://ohio4h.org/familyguide> and is distributed one per family.

Ottawa County 4-H Handbook - Used for project requirements. Available online at <https://ottawa.osu.edu/program-areas/4-h-youth-development/4-h-handbook-0> . Limited copies are available at the Extension office.

Ottawa County Fair Handbook - Used for fair rules, regulations and code selection for fair enrollment. Available online at <https://ottawa.osu.edu/program-areas/4-h-youth-development/ottawa-county-fair> . Limited copies are available at the Extension office.

D. 4-H Book Fees

The **\$7.00 per project book fee** (some are at a higher cost - refer to the project request list). Your club will be responsible for the method of gathering the fees. Consider using money from your club treasury or a money-making activity rather than from the individual member.

The book fees are to be turned in when picking up project books. **Advisors must pay for and pick up the entire club's books.** Club checks are **required** and will not be assessed sales tax. Cash, money orders or individuals paying for books will be assessed sales tax. Checks should be payable to **Ohio State University Extension**.