



Community Club Enrollment Checklist
All Enrollment Materials are due on the 2nd Friday in October

Community Club _____

The following materials **MUST** be accurately completed and received at the Extension Office by 5 pm on the 2nd Friday in October.

The community club leader should initial each section after they have been checked for accuracy and completeness. It will be rechecked when the Extension Office receives them.

ACCURACY, COMPLETENESS AND LEGIBILITY ARE EXTREMELY IMPORTANT – ADD CODING NUMBERS AS REQUIRED. Thanks!!!!

- _____ 1. This completed checklist (one per club).
 - _____ 2. Volunteer renewals and/or new leader applications that are not already on file at the office. Please remind your volunteers to complete their forms if they have not already done so.
 - _____ 3. Meeting and activity schedule (one per community club plus one per project leader.).
 - _____ 4. 4-H Club enrollment summary (one per club).
 - _____ 5. 4-H member enrollment forms with all signatures. It is recommended that you make a list of your members and their projects since these forms are kept at the 4-H office as part of the official records. Don't forget to include the responsibility and guideline sheets.
 - _____ 6. State 4-H enrollment fees are collected from each member.
Fee structure: 10 dollars per 4-H youth, 11 dollars if the youth is enrolled in horse project. Checks should be written to the University of Arizona, La Paz County Extension. The fee will cover insurance costs for 4-H youth and volunteers.
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This checklist and all enrollment procedures have been checked, received and are believed to be complete.

Community Club Leader

Date

Agent Signature

Date