



Enrollment Information for Community Club Leaders

4-H enrollment time is here and we want to make your job as easy as possible. Enclosed with this packet are all of the required enrollment papers you will need to start the year. The various forms are extremely important for all of us to do our job right. Please be sure to check every form for completeness, accuracy, and legibility. This is YOUR responsibility as the community club leader.

ALL ENROLLMENT MATERIALS ARE DUE TO THE EXTENSION OFFICE BY OCTOBER 14 2005

The following materials are included in this packet.

Community Club Enrollment Checklist (Pink Form)

Use this as a guide to help you finalize ALL enrollment materials and turn them in by the required date.

4-H Volunteer Enrollment Summary (Blue Form)

Fill out as directed- please alphabetize by last name and put the appropriate code for each project (see code sheet). You should include ALL leaders, even if they have not completed the certification process. We will delete names should there be a problem with their certification and notify you.

Leader Form: All leaders must complete **one** of the following forms.

a. Annual Volunteer Leader Renewal Form

Every certified leader (including yourself) must complete this form. Please remind your returning certified leaders to complete this form and submit it to the 4-H office ASAP.

b. Certified Leader Application

All new leaders must complete the application and go through the certification process. New leaders, just like new youth, can enroll at any time of the year.

Meeting and Activity Schedule (one per community club plus one per project)

4-H Club Enrollment Summary (one per club- Green Form)

Fill out as directed- please alphabetize by last name.



4-H Project Code List

4-H Member Enrollment Forms

Every member must complete this form. Be sure to include the correct project and club codes on each form. Every member and parent/guardian should read the guideline form. Carefully before signing up for 4-H. The guideline form must be signed and submitted in order for the youth to be enrolled. Feel free to copy it for your own records.

Fees

State 4-H enrollment fees are collected from each 4-H youth.
Fee structure: 10 dollars per youth. 11 dollars for youth enrolled in horse projects.
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. There are no fees for volunteers to enroll.



Special Notes



Every member and leader application must be coded into the correct project(s).

Inform livestock members, parents and leaders of the livestock ownership requirements. Feel free to have them contact me for more information. Participants should know the requirements **before** they buy their animal. Beef Ownership forms must be submitted to me before **OCTOBER 8th**. All other animal ownership forms are due to me before **DECEMBER 5th**. Youth who wish to exhibit an animal at the 2006 La Paz County Fair must enroll in 4-H and be in good standing by December 5th.

Community Club Budget/ Information forms are due on November 19th. Work with your officers to plan your club year. The goals you set and the budget you need should work together. Goal setting will make the year more productive and fun. It is an important process that **MUST** include the club officers.

Thanks for your commitment to our youth. Being a community club leader is a big responsibility, but the extension office will help you in anyway we can. **TOGETHER** we can make this a great year! Don't hesitate to contact me if you have any questions.

Brent Strickland
La Paz 4-H Agent

