

4-H CLUB GUIDELINES

Navajo County Extension has established some deadlines to help in making the 4-H program run smoothly and to give you, the leader, some definite dates as to when enrollments and project selection should be started and terminated. Please place these dates in a conspicuous place and adhere to them as you organize and plan your yearly programs. Please refer any questions to the 4-H office.

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Navajo County 4-H Web site address is: <http://cals.arizona.edu/navajo/4-h/>

4-H Year Begins

October 1, 2007

Organization of **ALL Old** Community and Project Clubs from previous year
(**Livestock**, Large and Small Animal)

January 10, 2008

Enrollment of **new** clubs and new members (Final Enrollment Deadline)

April 1, 2008

Minimum number of club meetings required to complete project year
(So get your club meetings started early!)

NINE (9)

Market Animal Deadlines (**Ownership date**):

Steers	<i>(152 days before fair)</i>	**	April 12, 2008
Hog	<i>(95 days before fair)</i>	**	June 14, 2008
Lamb	<i>(95 days before fair)</i>	**	June 14, 2008

The Navajo County Fair dates are **September 10-14, 2008**.

HORSE OWNERSHIP:

1. Horse projects may be owned or leased.
2. The lease agreement shall be in the 4-H member's name and a copy on hand in the 4-H office.
3. Period of ownership is from the January 10th deadline. The project animal must be fed, cared for, trained, and ridden by the **4-H member**.
4. **It is NOT the responsibility of the Leader**, but the 4-H member and parents to purchase the horse.
5. If a project horse dies, the 4-H member must contact the 4-H office and a grace period of 14 days will be given to purchase another animal.

4-H CLUB ENROLLMENT GUIDELINES - continued.....

1. The Community or Project Leader is responsible for sending in the clubs' leader and member enrollment forms. The Community Club leader is responsible for obtaining project materials for all clubs.
2. We will input each enrollment into our computer, so it is very important that we have complete information on each member and each leader.
3. All 4-H members need to have an enrollment turned into you, the club leader. Please check it thoroughly, add the member to your list and send the enrollment to the 4-H office.
4. We will supply you with a printout of your club leader and club members listed by project when your enrollments have been input into the computer.
5. No member will be allowed to participate in any county 4-H activity unless he or she has an enrollment in our office, **accompanied by a \$10.00 Program Fee**, and is enrolled in that particular project area.
6. No person will be considered a certified leader unless they have an application, three to five reference forms (or Volunteers Certified Through Other Agencies form), an interview form, have viewed the video "Youth Protection Training," signed the acceptance forms for Code of Conduct and Behavior Guidelines, and have a project enrollment form in our office. (This application process is not a yearly requirement. However, the project enrollment form must be completed each year.) Resource/Casual Volunteers are the exception. **New leaders will require \$10.00 Background Check Fee to accompany their enrollments.**
7. Junior / Teen Leaders should list leadership projects on their member enrollment forms if they intend to take Leadership as a project. There are several Leadership Projects available this year. Please see the new 4-H Project Code listing.
8. Your leader and member materials must be ordered from the 4-H Publications Catalog, which will be sent to you after your completed, certified leader application has been received in our office. Updated catalogs can be requested each year, if necessary. **Leaders are responsible for ordering projects materials.**
9. Ordered member materials from the University should be based on what projects each member is enrolled in. If a member has been enrolled in a particular project, such as "rabbits", for more than 1 year, that member will not need materials that he/she received the first year enrolled.
10. After a member has enrolled, the only way to add additional projects to the original enrollment form is by a **written request** signed by the club leader. To avoid problems such as members not being enrolled in particular project areas, it is the responsibility of the community/project leader to verify projects from the list supplied by the 4-H office, and make sure updates have occurred and corrections made before county fair time.