

Skagit County 4-H Enrollment Checklist

2009-2010 4-H Enrollment

Most forms are also available on the web at <http://skagit.wsu.edu/4-HSC/forms.htm>

**Make sure to read this checklist (including all notes and bullets) carefully before distributing any paperwork.
Your 4-H Group will be officially enrolled when the following has been submitted:**

Club Enrollment:

Include all of the following completed forms:

- Club Renewal / New Club Form** (gold) for all clubs

Leader Enrollment

Include all of the following completed items:

- Re-enrollment forms and Skagit County 4-H Code of Conduct** (white) for all **returning** leaders

- Have each leader verify or correct **all** information, including birth date.
- Please fill in **all** missing information.
- Have each leader circle Yes or No under the re-enroll column for each project they are leading.
- Add any new projects. Include the project code.

- Application and Enrollment Forms** (white) and **Valuable Partnership forms** (yellow) for all **new** leaders

Note: New leader enrollment will be complete when volunteer has passed a background check and completed 4-H training. Training is scheduled for Dec. 1 & 6.

Also enclosed:

- **Master List of your club's members and leaders last year**
Note: Use this to cross off and add names and to mark members paid.
- **Project Code List** (lime green)
Note: Use this to correctly add projects to members' enrollment form.
- **Member's Health Form** (pink) - (*sample copy for club leader*). All clubs should require members to fill out a health form. Health forms should remain with the club and do not need to be turned in to the 4-H office.

Member Enrollment:

Include all of the following completed items:

- Re-enrollment forms and Skagit County 4-H Code of Conduct** (white) for all **returning** members

- Have each member verify or correct **all** the information, including year in 4-H
- Please fill in **all** missing information.
- Have each member circle Yes or No under the re-enroll column for each project.
- Add any new projects. Include the project code.
- If a member is enrolled in more than one club, have them circle their primary club on the re-enrollment form.
- Make sure the Code of Conduct on the back of the form is also signed by member, parent, and leader.

- New member enrollment forms and Skagit County 4-H Code of Conduct** for all **new** members (white)

- Please fill in **all** missing information.
- Add projects. Include the project code.
- Make sure the Code of Conduct on the back of the form is also signed by member, parent, and leader.

Note: (1) With this new form all parents will be automatically enrolled in the 4-H ListServ email group. (2) Remember new members can also enroll in 4-H throughout the year if you wish. However, they must be enrolled before April 1 to exhibit at fair.

- \$7 per member or \$21 per family **insurance/scholarship and award money** payable to **4-H Leader's Council**