



Extension Service Douglas County

Oregon State University, 1134 SE Douglas, PO Box 1165, Roseburg, Oregon 97470
T 541-672-4461 | F 541-672-4453 | <http://extension.oregonstate.edu/douglas/>

2009-2010 DOUGLAS COUNTY 4-H RE-ENROLLMENT PACKET

Enclosed is a variety of information for use as you re-enroll your club for the 2009-2010 program year. Read the enclosed "4-H Re-enrollment Checklist" carefully for directions. If you have questions about any of the enclosed materials, please contact the Douglas County OSU Extension Office at 672-4461.

Enrollment Forms and Fees

This packet includes copies of the forms needed to register your 4-H club, and its members and leaders. Each club must return a completed 4-H Club Registration Form to the OSU Extension Office. Members and leaders must complete and return individual enrollment forms, along with any applicable fees. Additional forms are available upon request, or may be downloaded from our website at: extension.oregonstate.edu/douglas/4-H

Beginning with the 2009-2010 program year, the Oregon 4-H Program will assess an annual fee of **fifteen dollars for each young person** enrolled in a 4-H club experience. **The fee will be twenty dollars for fees collected after January 31, 2010.** In addition to the state assessed fee, the county member enrollment fee will be \$10.00 for the first project (\$11.00 for horse and shooting sports projects) plus \$5.00 for each additional project, up to five. Member fees will not exceed \$46 per year (\$51 after Jan. 31st), unless an out-of-district fee applies (*see below for details*).

There is a family limit to the fees assessed. The state 4-H fee will be assessed for the first two (2) family members who join 4-H. The maximum annual participation state fee will be thirty dollars per family, if paid by January 31, and forty dollars, if received February 1 or later. County fees will still be assessed for each family member who joins 4-H.

In summary, the member enrollment fee for 2009-2010 is \$25.00 for the first project (\$26.00 for horse and shooting sport projects) plus \$5.00 for each additional project. Member fees will not exceed \$46 per year, unless an out-of-district fee applies (*see below for details*). The fee will increase by \$5 if paid after January 31.

4-H leaders are responsible for a \$1.00 insurance fee (\$2.00 for horse and shooting sport project leaders).

Out-of-District Fees & Policy:

4-H members living outside Douglas County or members living within the city limits of Canyonville or Reedsport will be assessed an *additional* out-of-district fee of \$100 per member per year to help support the 4-H program. *Refer to 4-H Club Registration Fee Tracking Sheet for Details.*

Club Materials & Equipment Inventory and Club Assets Disbursement Form

All equipment purchased and owned by a club is also the ownership of the 4-H program, therefore it is important that the "**Club Assets Disbursement Form**" and "**4-H Club Materials & Equipment Inventory**" be on file at the OSU Extension Office. (*Those clubs with forms on file from 2008-2009 need only return forms this year if there has been a change in inventory or a club decision to change their disbursement request that is currently on record.*)

4-H Project Materials Order Form

Use the 4-H Materials Order Form to indicate the number of 4-H publications and records you need for the 4-H members and leaders in your club. The Oregon 4-H Clover can be used as a guide to the statewide project materials available for each project.

A fee will be charged to replace lost project books and 4-H record sheets. Many 4-H materials and all 4-H records can be found at the following web sites: <http://oregon.4h.oregonstate.edu/index.th.html> or <http://eesc.oregonstate.edu>. 4-H project books and records must be picked-up from the Douglas County OSU Extension Office and will not be mailed.

4-H Leaders Association Club Financial Report

In order to remain an organization with "non-profit" status 4-H clubs need to file appropriate financial report(s) each year at the OSU Extension Office. The main contact leaders for each club will receive a "4-H Leaders Association Club Financial Report" form to complete via mail later this fall. It will be pre-printed with club information and beginning balance for 2009. The completed form will be due to the Extension Office on or before **February 1, 2010**.

Materials to be returned to the OSU Extension Office for re-enrollment are enclosed in this packet. Additional forms are available at the OSU Extension Office. Please use the back of this page to check off all items needed to properly enroll

your club. Once you have all the appropriate items prepared and checked off, your visit to the OSU Extension Office to enroll will be smooth and simple.

We are excited to be embarking on another great 4-H year. It is important to enroll your club early so you may continue to receive accident insurance coverage for your club meetings and events. Should you have any questions or difficulties, give us a call and we will be glad to help you.

4-H RE-ENROLLMENT CHECK LIST

The following materials are to be returned to the OSU Extension Office for speedy enrollment! Contact the OSU Extension Office at 672-4461 if you have questions.

_____ 4-H Enrollment Forms

Club Registration - one form to be completed by the Club Contact Leader for the club each time a member or leader is enrolled

Leader Enrollment Form - one form completed by each club leader annually

Member Enrollment Form - one form completed by each club member annually and each time a project is added. It must be signed by a parent

Parents and leaders are encouraged to review enrollment forms for accuracy before submitting to the OSU Extension Office.

Return this form with insurance money and appropriate project fees:

Member Enrollment Fee: \$25.00 for the first project (\$26.00 for horse and shooting sport projects) plus \$5.00 for each additional project. Member fees will not exceed \$46 per year, unless an out-of-district fee applies. Fees will increase by \$5 if paid after January 31.

Leader Enrollment Fee: \$1.00 per person (Horse and Shooting Sports Leaders - \$2.00)

(If you are an out of district 4-H member, please refer to the Out-of-District Fees & policy section to confirm total payment due.)

_____ 4-H Project Materials Order Form – one per club

4-H project material orders will be filled as soon as possible. Large orders may take up to 7 days to process. Publications and records will not be mailed.

_____ Official 4-H Registration Form - one per youth (more forms available at OSU Extension Office or on our web page.)

* Double check to be sure all signatures are complete on the front and back side of the form.

The youth, their parent and the appropriate 4-H Leader must sign the appropriate lines for enrollment to be complete. Incomplete forms will be held and membership will not be in effect until all signatures received.

_____ 4-H Club Materials & Equipment Inventory (*Update what is on file if necessary*)

_____ Club Assets Disbursement Form (Pink Form) (*Update what is on file if necessary*)

_____ Budget and Financial Report – The main contact leader for each club will receive this via mail later in the fall. It is due on or before February 1st, 2010.

* This form is the club's yearly statement of monetary accounts from January 1st, through December 31st. The report should indicate the purpose for which funds were raised and/or being held. This form documents the club's income and expenditures for the previous year. Information from these reports is included in the 4-H Leaders Association IRS tax return. If necessary, you may estimate. **New clubs established during the 2009-2010 4-H year do not have to complete this form until next fall.**

_____ Club Risk Management Checklist

*This check list is to be completed on an annual basis and kept with the Main Club Leader's files. It does not need to be turned in to the Extension Office but should be available for review if needed.

Additional copies of the forms are available at the OSU Extension Office or on our web page.