Dear 4-H Club/Independent Contact Leader:

Thank you for your continuing interest in helping boys and girls reach their potential through 4-H. Included in this re-enrollment packet are items related to enrollment of current and new leaders and members. We’ve based the number of items on the Annual 4-H Club / Independent Registration form that you returned. You can make copies, print extras from our website, or request additional forms from the Extension office.

**Forms and enrollment procedures change each year. We cannot accept old forms.**

**Return** the items listed below to the Extension office. Instructions and enrollment policies are included with this packet.

- 2015-2016 Leader Enrollment Packet(s) – *ivory*. This packet contains the Enrollment Form (pages 1-2) and the Conditions of Volunteer Service (pages 3-4). **Leaders must be current on their background check in order to be enrolled.**
- 2015-2016 Member Enrollment Packet(s) – *white*. This packet contains the Enrollment Form (pages 1-2), the Acknowledgement of Risk and Waiver of Liability (pages 3-4) and the Official 4-H Health and Code of Conduct forms (pages 5-6).
- Member participation fees ($30 early/$35 regular)
- Materials Order Form, as needed – Please pay for materials when you pick up your order.

**Keep** for your use – have at club meetings and activities

- Copies of 4-H Member and Leader Enrollment and the member Health and Conduct forms

**Distribute** membership cards when members are enrolled. They can be downloaded and printed at [http://oregon.4h.oregonstate.edu/general-4h-publications](http://oregon.4h.oregonstate.edu/general-4h-publications).

If your group does fundraising, you MUST submit a 4-H Fundraiser/Donation Proposal at least two weeks before the fundraising event. You will also need to submit a follow-up report after your fundraiser.

The enrollment process is an important one. Please do not hesitate to contact the Extension office staff if we can answer any questions or be of assistance. Best wishes for a successful 4-H club year.

Wendy Hein, Extension Agent
4-H Youth Development

Jan Williams, Extension Agent
4-H Youth Development
How to Enroll in Clackamas County 4-H for 2015-2016

When you get this packet:

- Distribute Oregon 4-H Member Annual Enrollment Packets to members.
- Distribute Oregon 4-H Leader Annual Enrollment Packets to leaders. All leaders – including club contacts, assistant leaders, and resource leaders – must be approved leaders. Volunteers who would like to become approved leaders should contact the Extension office.

Note: If a leader or member is in more than one club, they may fill out separate enrollment packets for each club OR they may list all clubs on one form. Please make sure that projects are listed with the correct clubs and the club’s leader has signed off. All clubs should have a copy of the member’s Health and Conduct forms.

- Refer to the Clackamas County 4-H Projects list or the back of the enrollment form for project names and phases. If a project has phases, the member must list their current phase on their enrollment form.
- Distribute the BLUE Conditions of Volunteer Service form to any youth leaders in your club.
- The waivers must all be signed, and cannot be crossed out or edited.
- All four pages of the Leader Packet and all six pages of the Member Packet must be filled out completely, including all required signatures.
- If you have more questions, check out the Guide to the 2016 Clackamas County 4-H Member and Leader Enrollment Forms on our website.

To order materials:

- You may order materials at any time. Please allow two weeks for us to fill your order.
- Complete the order form included in this packet. You may purchase any of the materials listed on our county price sheet.
- The price list includes our most recent pricing information and is subject to change.
- Please wait to pay for your materials until you pick them up. Do not combine participation fees and materials on the same check.

When forms are filled out:

- Make copies of the Oregon 4-H Member Annual Enrollment Forms (page 1 and 2) and Oregon 4-H Leader Annual Enrollment Forms (page 1 and 2). Keep the copies for your use.
- Make copies of the Official 4-H Health and Code of Conduct forms. This form is necessary should you have to seek medical attention for an injured youth when the parent is not present. Have completed forms at all meetings and activities.
- Return Oregon 4-H Member Annual Enrollment Packets and Oregon 4-H Leader Annual Enrollment Packets to the Clackamas County Extension office, 200 Warner Milne Rd, Oregon City OR 97045. Clear faxes and scanned, signed forms are also acceptable.
- Participation fees must be included with member enrollments. Checks should be made out to OSU Extension Service. Credit cards are only accepted in person during regular office hours. You may use the enclosed Participation Fee Worksheet if you wish to track fee payments.
- Participation fees are $30 per member if received at the Extension office by January 10, 2016, or $35 per member thereafter. Families with three or more members pay a maximum of $60 ($70 after January 10, 2016). There are no participation fees for adult leaders.
- Please return completed enrollment packets to our office as soon as possible. Do not hold on to completed enrollment packets if members / leaders have given them to you. Enrollment packets do not have to be turned in as a group. Forms may also be turned in by parents.

Feel free to contact the Extension office if you have any questions!

REMEMBER: You are not enrolled until your completed enrollment packet and member participation fees are received by the Extension office.