

## Enrollment Checklist

### 1. Transmittal Letter A:

- a. Fill out top part and club leader sign.
- b. Be sure to include regular meeting date and keep youth staff informed of any changes in regular meeting date.

### 2. Checks:

One check payable to Cedar County 4-H Council for \$8 State Dues per member, \$1 per member insurance [\$2 per horse member] plus \$12 per Member for County dues (total of \$21 per Member or \$22 for horse Member) submitted to extension office by November 15th. Dues for Clover Kids are \$8 State Membership plus \$1 insurance and \$1 County Dues (total of \$10).

### 3. Volunteer Leader Forms:

- a. A new form must be signed each year by every club, activity, project and other type of leader. **Each form must be signed.**
- b. Check especially for completion of these items:
  - i. Social Security number [kept confidential]
  - ii. Home and work phone numbers
  - iii. E-mail address
  - iv. Date of Birth
- c. No Volunteer is to begin their duties until the MANDATORY background check is done and they receive their letter of appointment.
  - Completing this form in its entirety provides the volunteer with University of Missouri liability insurance while working with any aspect of the 4-H program for this one club year.  
Any teen leader or any adult who will be working alone with any 4-Her at any time during the year MUST fill out one of these forms. (This includes parents/guardians who may transport other members to events, camp counselors, etc.)
- d. There is no fee for being a leader.

### 4. Member Forms:

- a. New member forms - - check for completeness, especially:
  - i. Parent signature
  - ii. **Birth date**
  - iii. Social security number [kept confidential]
  - iv. Phone numbers [home & parents'/guardians' work numbers]
  - v. Request E-mail address [if available]
- b. Re-enrolling member forms - -
  - i. Check for the four items listed above
  - ii. Check for any changes in address or phone number
  - iii. If a project is being dropped, please be certain that is clearly marked
- c. Dropped members - -
  - i. Please return the member's re-enrollment form with a large X marked over the page, and the bold word "Dropped" written across the page. This will notify us to delete the name from the mail list [rather than thinking this might be a late re-enrollment].