

*2009-2010*  
*4-H Club Enrollment Instructions*

**The following pages will give detailed instructions on enrolling new members and leaders, and re-enrolling current members and leaders, using the new 4-H enrollment system.**

<b>Enrolling New Members</b>	<b>Page 1</b>
<b>Re-enrolling Members</b>	<b>Page 4</b>
<b>Re-enrolling Volunteers</b>	<b>Page 5</b>
<b>Enrolling New Volunteers</b>	<b>Page 6</b>

**Time Frame:**

Try to turn in as many enrollment forms as possible by November 1. Turn volunteer application forms in as soon as possible so that the screening process can be completed quickly.

**Enrollment Check List:**

To prevent any delays in the processing of enrollment forms, use the checklist below.

- 4-H Member new Enrollment Forms, both sides completed.
- Missouri 4-H Volunteer Enrollment Application Form for each volunteer/parent.
- Corrected Member re-enrollment forms.
- Check for **\$9 per member (\$10 for Horsemanship members)** made out to "**Franklin County Extension Council**".
- Signed 4-H Name and Emblem Request Form (be sure to indicate meeting time and place on the form).
- Completed 4-H Club Leadership Form (list of officers, etc.) – can be sent in after enrollments.

**Leader Forms:** Each leader must complete the Volunteer Enrollment Application Form each year. It is recommended that all parents who will be involved in the club (including those who just provide transportation or simply watch the kids while they are doing recreation) complete the Volunteer Application Form. However only volunteers and parent helpers who complete the Making The Best Better Volunteer Orientation will be covered by the University of Missouri liability insurance policy.

**INSTRUCTIONS FOR ENROLLING NEW MEMBERS**  
Use [4-H Member Enrollment Form Y630](#)

**General Information:** The form is used to enroll all **new** members.

**Club:** Put your 4-H Club name in this space.

**Category:** Members 8 and older by December 31, 2009 should mark "4-H Member". Members age 5-7 by December 31, 2009 should mark "Clover Kid".

**Circle One:** Mark "New Enrollment" for a new member.

**Name:** Member should put their last name, the **first name they want us to use**, and the middle initial.

**Address:** List your complete address in the appropriate spaces.

**Does 4-H member serve as a youth leader?** Youth Leader is the same as Teen Leader. If a member in junior high school or older is assisting a project leader or club leader, or in another formal role where they provide services to the club, they should mark "yes". All other members should mark "no".

**School:** Name of school, or "Home School".

**Number of Years in 4-H:** All new members and new Clover Kids will put "1" as their year in 4-H.

**Birth Date:** Indicate your month, day, and year of birth.

**Gender:** Mark appropriate box.

**Cell Phone:** List **member's** cell phone if it is OK for 4-H staff to call the member on the cell phone. There is a place for parents' cell phones in the Parent Information on the back of the form.

**Grade:** List the grade the member is in for the 2009-2010 school year. If a member is in Kindergarten they should put "K". A member attending college should put the name of the college they are attending. A member who is not yet in school should put "0".

**Residence:** Mark the residence listing that most closely describes the place where you live most of the time.

**E-mail:** If a member has his or her own e-mail address, and they check it often, they can put it here. Many families will prefer to leave this space blank and provide a family e-mail address in the parent information on the back of the form.

**Ethnicity:** Mark "Hispanic" or "Non-Hispanic", whichever is most appropriate for the member.

**Race:** Mark **all** the groups listed that are appropriate for the member.

### **Projects:**

You will need information from the [\*\*\*4-H Clover – The 2009-2010 catalog of Missouri 4-H programs, projects and publications.\*\*\*](#) Copies of this publication were given to each club leader. All new families should be given a copy and should be encouraged to keep it where they can use it as a reference throughout the year.

**"Project Name"** Members should list the project name exactly as it is found in The Clover. (See below for self-determined projects.) Children ages 5-7 by December 31, 2009, can only take Clover Kids as their project (see page 18 of the *4-H Clover*).

**"Project Code"** Members should list the number found to the left of the project name in the *4-H Clover*. (See below for self-determined projects.)

**Year In Project"** For new members or new Clover Kids, the year in project is "1".

**"Youth Leader"** If a teen age member serves as an assistant to the adult project leader for that project they will mark "Yes". If not, they will mark "No". Most members will mark "No".

**Self-Determined Projects** (See page 41 of the *4-H Clover*.) Sometimes a volunteer wishes to share a special skill, or a member wishes to explore an area that is not represented by a 4-H project listed in *The Clover*. These are considered Self-Determined Projects. The project code is "950". Be as specific as possible for the Project Name such as "Country Line Dance", "Baseball", "Stamp Collecting", etc.

**"Do you require an accommodation for a disability to participate in this program?":** Mark "yes" if a member has a disability that we need to be aware of, or make accommodations for. Please explain the disability and what accommodations will be needed.

**Signatures:** The member, a parent or guardian, and the club leaders should sign and date in the appropriate box.

## **PARENT INFORMATION (back of form):**

### **General Information:**

There is space on this form to list mother, father, and one other adult. For our purposes we would like every member to list both parents, if both parents are living in the same home as the child. Beyond that, it is up to the custodial parent or guardian to determine if other adults are listed. Some other situations that should be considered:

In cases of joint custody, it would be appropriate for both parents involved to be listed. That way both could be aware of the opportunities available to the children involved.

In some cases a child spends considerable time with a grandparent or other relative. A parent could choose to list that relative on the form.

**Member's Name:** List the child's name the same way as on the front of the form.

**Mother's/Father's Name:** List the last name and the first name that you usually use.

**Address:** List the complete address.

**Legal Guardian:** If the adult listed is a legal guardian mark "Yes", if not, mark "No".

**Send Mailing:** Mark "Yes" if the person wishes to receive information from the Extension Center that affects the member, such as the 4-H Newsletter?

### **Phone:**

**Home** List your home phone number including the area code. If you have no phone, write "no phone" in the space.

**Work** List your work phone if you can be called at your work place.

**Cell Phone:** List a cell phone if it is OK for 4-H staff to call the number.

**Occupation:** List your occupation if you wish to do so.

**E-mail:** If you have a family or personal e-mail address **that you check regularly**, you can include it here.

### **Parent type:**

**Primary Parent:** This is the parent who has the most responsibility for the child. More than one parent can be the "primary parent".

**Additional Parent:** Not a "primary parent", such as a family where one parent lives in another residence, and has limited contact with the member.

**Other:** Another adult who has some responsibility for the child. Please specify the relationship in the "Parent type" box.

## INSTRUCTIONS FOR RE-ENROLLING MEMBERS

### To re-enroll 4-H members you will need:

- Computer printed 4-H Re-enrollment form for each member (from the County 4-H office).
- 4-H Clover for 2009-2010
- Pencils or ink pens.

### Procedure:

1. Provide each family with a copy of the 4-H Clover for 2009-2010.
2. Distribute the Re-enrollment Forms to each member.
3. Make sure every member (or family) has a pencil or pen before you begin.
4. The computer has already updated "School Grade" and "4-H Age". Members should still check everything to see if is correct for the 2009-2010 4-H year. Especially check:
  - Name - is spelling correct, is this the name the member wants to be known by?
  - Address
  - Parent/guardian name(s)
  - Phone numbers.
  - Birth date and age.
  - **School** (Remember that kids change school buildings as they get older.) If a member is home schooled they should write "Home School".
  - E-mail: this is the **member's personal e-mail**. Only provide it if it is OK for 4-H staff to send information to the address. Many families prefer only to offer a Family E-mail.
  - Cell Phone: If you give a cell phone number please indicate which family member the number belongs to.
  - Parent/Guardian names (spelled correctly, still accurate?)
  - Family e-mail: Is it still a correct address? Note: Only list an e-mail address if you have one that you check often.

Correct any information that needs to be changed by marking out the incorrect information and writing the correct information beside it.

### Projects:

1. Members should look at the projects listed on the re-enrollment form.
2. Circle the "No" to the left of the project name for any project that you will **not** be taking for the new 4-H year.
3. For projects you plan to take again in the new 4-H year, circle the "Yes" to the left of the project name.
4. Have members write in any new projects they will take in the spaces provided.
5. Put the number of years you have had this project **area** in the "Yr in Project" column (if you are enrolling in Beef Unit 3, but have had a beef project for the previous 4 years, then this is your fifth year in the project.

**Bottom of Form:** If a member has a disability that the 4-H Youth Staff or Club Leader should be aware of, they should list it at the bottom of the form.

### Members/Leaders who transfer to another club:

If a member wishes to transfer to another 4-H Club, encourage them to take their re-enrollment form(s) with them. That will make re-enrollment much easier.

## General Information for Enrolling 4-H VOLUNTEERS

**Note: All information requested is strictly confidential!**

4-H volunteers must complete a Missouri 4-H Volunteer Application Form each year. Current volunteers will complete a re-enrollment form and new volunteers will complete the [Missouri 4-H Volunteer application](#).

Please be aware that you must complete the form, go through the screening process required in the Missouri Child Protection Plan and have completed the *Making the Best Better Volunteer Orientation* in order to be a **recognized 4-H volunteer**. As a recognized volunteer you will be covered by the University of Missouri liability insurance policy and the Franklin County 4-H Council accident insurance policy when you are working with 4-H members and activities. A member cannot complete a 4-H project unless the leader of the project is a recognized volunteer.

Volunteers who have already completed the *Making the Best Better Volunteer Orientation* in person or on-line will be a recognized volunteer when you have completed the Volunteer Application form and receive notice that screening has been successfully completed.

**Questions?** If you have questions about the form, or how it should be completed, you can contact your Club Leader, Dave Hileman, 4-H Youth Specialist, or Jenny Wallach, 4-H Program Assistant at (636) 583-5141, or call Dave at home (636) 583-7817.

### For Current Volunteer

**Supplies needed: 2009-10 4-H Clover, 4-H Re-Enrollment Form sent from the Extension Center, ink pen.**

#### ***Page 1 of Volunteer Re-enrollment Form:***

Check all the information between the two lines to see if it is correct for the new 4-H year. If it is correct for the new 4-H Year just leave it as it is. Anything that is incorrect for the new 4-H year should be marked out, and the correct information written in.

**Name:** Your name should be the "official name" you use (the name you use on a loan application for example). Please list your last name, first name, and middle initial.

**Address:** Complete mailing address.

**Category:** Club leaders should put "Organization/Club Leader". Assistant Club Leaders should put "Assistant Organization/Club Leader". Project Leaders should mark "Project Leader". Volunteers who will be taking the lead for a club activity such as Share the Fun, Club Fund Raising, etc., should put "Activity Leader". All others should put "Resource Leader".

**Gender:** Mark the appropriate gender.

**Year in 4-H:** The number of years you will have served as a 4-H Volunteer by August 31, 2010.

**4-H Age:** The computer should have already added a year to last year's information.

**Birthdate:** We must have your date of birth.

**School:** Leave this blank.

**Youth Leader:** Mark "No"

**E-mail:** This would be the volunteer's personal e-mail address. Only provide it if it is an e-mail address that you check frequently. Many volunteers choose to give only the family e-mail address.

**Phone: Cell:** List your cell phone if it is OK for 4-H staff to call you on the phone.

**Club Membership(s):** Name of 4-H Club you work with. If you are leading a countywide project, you may list a particular club or write in "Countywide".

**Parent/Guardian:** Ignore this information, the computer fills this out like it is a member's form.

**Home Ph:** Home phone number. If you do not have a home phone, list "none".

**W 1 Phone:** This should be the work phone number of the first person listed under Parent/Guardian. This numbers should only be provided if it is OK for 4-H staff to call you at work.

**W2 Phone:** This should be the work phone number of the second person listed under Parent/Guardian.

**Family Email:** Provide a family e-mail address only if it is checked frequently.

**Military Families:** Be sure to indicate if you are in the Military at the bottom of the page, and list the branch that you are serving in.

### **If Project Leader:**

If you are a project leader check the projects listed below the personal information. If you will be leading the project again, circle "Yes" and change the "Yr in Project". If you will not be leading the project again, just mark out the whole line of information.

If you will be leading different projects, leave the "Yes/No" blank. Under "Project Name" write in the project name as listed in *The 4-H Clover*. Under "Code" write in the project number as listed in *The 4-H Clover*. Under "Yr in Project" put the number of years you have led the project. If this will be your first year you should put "1".

### **Page 2 of Volunteer Re-enrollment Form:**

#### **Required Confidential Information**

**"All Volunteers"** Read statements 1 to 4 and mark yes or no for each item as is appropriate for you. Provide additional information as requested in number 5 for any question marked "yes".

**Bottom of page:** Read the paragraph carefully that begins "I understand my signature..." Your signature authorizes Missouri 4-H staff to screen your application for the information indicated, and also commits you to following the 11 statements on page 2.

**Now What?** Refer to the check list below, and if you have completed everything, return the form to your 4-H Club Leader, or mail it to Dave Hileman, University of Missouri Extension Center, 116 W. Main, Union, Mo. 63084. Be sure to mark the envelope "Confidential" so it will not be opened before it arrives on my desk.

#### **Missouri 4-H Volunteer Re-enrollment Application Check List**

- All information on the first page is correct.
- Projects are correct (first page).
- All four questions at the top of page 2 have been answered yes or no.
- Bottom of second page is signed and dated.**

**For New Volunteer (or Volunteer who is returning after an absence).**

**Supplies needed:** [2009-10 4-H Clover](#), [Missouri 4-H Volunteer Application Form](#), ink pen.

### **Page 1 of Volunteer Application Form:**

**Category:** Club leaders should mark "Organization/Club Leader". Assistant Club Leaders should mark "Organization/Club Leader" and write the word "Assistant" out to the side. Project Leaders should mark "Project Leader". Volunteers who will be taking the lead for a club activity such as Share the Fun, Club Fund Raising, etc., should mark "Activity Leader". All others should mark "Resource Leader".

**Enrollment Type:** Mark "New Enrollment".

**Number of years as a 4-H volunteer:** If you have never been a 4-H Volunteer before, put "1". If you were a 4-H Volunteer in the past, even if it was in a different county or state, put the number of years you will have completed by August 31, 2010.

**Name:** Your name should be the "official name" you use (the name you use on a loan application for example). Please list your last name, first name, and middle initial.

**Previous Last Names:** It is important that you list all previous last names.

**Address:** Complete mailing address.

**Date of Birth:** We must have your date of birth.

**Gender:** Mark the appropriate gender.

**Phone: Cell:** List your cell phone if it is OK for 4-H staff to call you on the phone.

**Home:** Provide your home phone number. If you do not have a home phone, list "none".

**Work:** Provide your work number if it is OK for 4-H staff to call you at work.

**Residence:** Mark the selection that best describes where you live.

**E-mail:** Put your personal or family e-mail address here only if you check it frequently.

**Ethnicity:** Mark "Hispanic" or "Non-Hispanic" as is appropriate for you.

**Race:** Mark all that you feel apply to you.

**Club:** Name of 4-H Club you work with. If you are leading a countywide project, you may list a particular club or write in "Countywide".

**County:** Write in "Franklin" even if you actually live in another county.

**If Project Leader Indicate:**

**Project Name:** Use the project name as listed in *The 4-H Clover*.

**Project Code:** The project number as listed in *The 4-H Clover*.

**Years Leading Project:** Number of years you have led the project. If this will be your first year you should put "1".

## ***Page 2 of Volunteer Application Form:***

### **Required Confidential Information**

**1<sup>st</sup> Year Volunteers Only:** We must have your social security number to screen your application. We will return any form without a social security number.

**Four Statements:** Mark yes or no for each item as is appropriate for you. Provide additional information as requested for any question marked "yes".

**Bottom of page:** Read the last paragraph carefully (the one that begins "I understand my signature... Your signature authorizes Missouri 4-H staff to screen your application for the information indicated, and also commits you to following the 11 statements on page 2.

**Now What?** Refer to the check list below, and if you have completed everything, return the form to your 4-H Club Leader, or mail it to Dave Hileman, University of Missouri Extension Center, 116 W. Main, Union, Mo. 63084. Be sure to mark the envelope "Confidential" so it will not be opened before it arrives on my desk.

### **Missouri 4-H Volunteer Application Check List**

- Year as volunteer is correct (first page in Enrollment type section.)
- Projects are correct (first page).
- All information requested is completed.
- You have listed your Social Security Number at the top of page 2 (new volunteers only)
- All four questions at the top of page 2 have been answered yes or no.
- Bottom of second page is signed and dated.**

**WHAT HAPPENS NEXT?**

We will put the information into our 4-H enrollment system and submit the information needed for screening to the state 4-H office. When your application passes screening and you have completed the 4-H orientation, you will receive notice from the State 4-H Office that you are a recognized volunteer. If questions arise from the records check you will be notified and we will work with you to determine if you can still become a recognized 4-H volunteer.