

## Lorain County 4-H 2024 Club Advisor's Information Sheet & Enrollment Process

### End-of-year Club Reports for 2023

The following are due no later than January 31, 2024:

- [Internal Club Audit Form](#)
- [Financial Summary](#)
- [Projected 2023 Club Activities](#)
- [Club Inventory List](#)
- [4-H Club Information Survey](#)

**\*\*Online Enrollments will remain pending until all end-of-year reports listed above are submitted\*\***

### 2024 4-H Club Enrollment

*The following are due no later than April 15, 2024:*

- Club enrollment fee is \$25.00 per club.
- Final 4-H Club Roster AND Member Project Roster printed from 4HOnline system with Advisor's initials (see Advisor online access instructions later in this document). Members will not be approved in the system until you turn this into our office. You may turn in an updated roster by paper or by e-mail to [wise.1217@osu.edu](mailto:wise.1217@osu.edu). Please send in updated rosters at least monthly between January and April. This ensures we can be timelier in approving members and in generating your club invoices after April 15<sup>th</sup>. Final invoices will be e-mailed to each club.
- [Club Charter](#) All 4-H clubs are required to meet national and state chartering requirements and turn in a complete charter checklist by the enrollment deadline. Please refer to the checklist for more information.
- [Club Constitution](#)- Ohio 4-H has updated this template and is requiring ALL 4-H Clubs to use the updated template. Please be sure your club reviews, accepts, and turns in a copy signed by the Club organizational advisor and the 4-H Club President.
- [Club By-laws](#)- Ohio 4-H has updated this template and is requiring ALL 4-H Clubs that choose to adopt by-laws to use the updated template. If your club utilizes by-laws, please be sure your club reviews, accepts, and turns in a copy signed by the Club organizational advisor and the 4-H Club President.
- [Updated Club/Group Activities Form](#)- It is the 4-H Organizational Leaders responsibility to ensure that all official 4-H meetings and activities (field trips, tours, etc.) are on file at the Extension office. This ensures all your club members are covered by our county insurance policy through American Income Life (AIL). Please be sure to turn in updated calendars or activity forms as needed. These are kept in your club file.
- Member project specific forms



## **Member Enrollment**

### **Age Requirements**

Lorain County 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third grade. Any youth aged 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an approved Lorain County 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. A youth's 4-H eligibility ends December 31 the year he or she turns 19. Joining Ohio 4-H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.

Youth are to join 4-H in the county in which they live in. If a family is interested in joining 4-H in a different county, they MUST first submit a [Request for Membership Across County](#) Lines with the county they would like to enroll.

All 4-H'ers must have completed and/or turned in the following to the 4-H Club Advisor before the enrollment Deadline **April 15<sup>th</sup>**

- Enrolled in the 4HOnline system
- \$15 Activity Fee
- Updated OH Health Form
- Any project specific forms

### **Summer 4-H Membership**

Summer enrollment runs April 16th- July 1st. Each 4-H club can decide if they will accept "summer 4-H members" after the regular 4-H enrollment deadline. Summer 4-H members may only enroll in one project. Summer members are not eligible to exhibit a live animal at county fair or to compete at State Fair.

## **Volunteers**

### **New Volunteer Application**

All new volunteers must complete our volunteer application process no later than **March 1<sup>st</sup>**.

1. [Volunteer Cover Letter](#)
2. [Volunteer Application Form](#)
3. [Fingerprinting](#)
4. Request enrollment in the [4HOnline system](#)
5. Interview with 4-H Professional- Once your application has been submitted and references returned, OSU Extension will contact you to set up an interview.

Each of the above steps will connect you directly to instructions for completing this process.



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## Returning Volunteer Enrollment

This is completed through [4HOnline](#) re enrollment- **Deadline April 15<sup>th</sup>**

## Volunteer Training

All volunteers are required to complete a minimum of two hours of annual training **inclusive of the Annual 4-H Update AND Youth Activities & Programs (Policy 1.50) by the enrollment deadline.** Please refer to the annual [training schedule](#) for more information.

## The Winning Plan

Did you know that we have a wonderful program to ensure that we are providing equitable 4-H programming appropriate for each youth's abilities? The Winning 4-H Plan was created to ensure we are doing our best to promote and provide inclusion, empathy, and confidentiality for all our youth with diverse special needs.

If you have a 4-H'er who has a physical, mental or learning disability that require an accommodation, you may complete the [Winning 4-H Plan request form](#). Completion of these forms will allow all of us to do our best in providing accommodations at club and county-level events and competitions. Winning Plan requests and updates to current plans may be turned into the Extension office at any time. **This form only needs to be completed once. The 4-H Educator will follow up with the parents/guardians of youth that have completed this form in previous years in January/February to review and make any necessary updates to the plan for 2024.** Additional details regarding the 4-H Winning Plan will be included in this year's 4-H Update provided at the scheduled volunteer training.

## \*Enrollment Forms

All enrollment for members and volunteers will be through our online 4-H enrollment system ONLY. Please refer to the [For Families Brief Enrollment instructions](#) for more information regarding the 4HOnline enrollment system.

## Project Books

### [4-H Family Guides](#)

This Ohio 4-H publication contains a lot of information regarding our 4-H program. This includes guidelines and requirements, learning opportunities, and a complete listing of projects including name, number, and description. All families enrolled in 4-H in the previous program year received a Family Guide in the mail!!

Cloverbud members may enroll **ONLY in project #710 (Ohio 4-H Cloverbud)** and are **NOT** eligible to participate in competitive 4-H activities including county fair judging and competitive shows. Cloverbud members are **NOT** eligible to participate in overnight camps in 4-H. Cloverbud members ARE official 4-H members and their membership years count beginning with their first Cloverbud year.



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**No projects will be added after the enrollment deadline.**

### Project Book Selection

All youth will select 4-H projects in the 4-H Online Enrollment system. There is a complete listing of projects by name and number in the "Family Guide to 4-H".

### Purchasing

- **Order and pick up project books in your county office.** 4-H Club Advisors may organize and purchase on behalf of their 4-H families. Be sure to complete and e-mail the [2024 Volunteer Order Form](#). Ohio residents get the best price on printed books when they order and pick up their purchases through local Extension offices.
- **Buy one online.** Like last year, you also can order directly from [extensionpubs.osu.edu](http://extensionpubs.osu.edu). Ohio residents receive free shipping on orders of \$20 or more with the coupon **FREE2024**. Books cost slightly more this way, but orders can be shipped directly to any Ohio address. There is no restriction on the number of times a coupon can be used.
- **Make your own.** Self-determined projects are an excellent choice for self-motivated members eager to get started by creating their own projects. Although self-determined projects may be better suited for older 4-H members, they are available for any member and are often based on [idea starters already available online](#). Many of the idea starters are great stay-at-home projects too, for example, Music, Bats, String Art, Climate Change, American Sign Language, etc.

A majority of the 4-H project books and project record sheets cost \$8.00. (Price indicated on book order form if other than \$8.00). ALL books have had an increase in price this year. Prices are indicated on the [2024 Volunteer Order Form](#).

**Project Specific Forms** The following are due no later than April 15, 2024:

#### Breeding Animals

- If leasing a breeding animal (any species), a copy of the [project lease](#) is required

#### Dairy Project

- If leasing a dairy animal (goat or cow), a copy of the [project lease](#) is required

#### Dog Project

- [Registration form](#)
- [vaccination records](#) for each dog

#### Horse Project

- [Registration form](#) for each horse



- If leasing an equine animal, a copy of the [project lease](#)

### Shooting Sports Project

- [Consent](#) for possession of handgun by juvenile
- Emergency medical [authorization form](#)
- [Completed OH 4-H Health Form](#) with current picture

### Advisor 4HOnline Access Instructions

All 4-H Club Advisors have access to VIEW your club profile!!

**\*\*\*\*\*Re-enroll yourself in the 4-HOnline system\*\*\*\*\***



**Until this is complete, you cannot proceed to the next steps.**

1. Login to 4-H Online with your family 4-H Online email and password. <https://v2.4honline.com/>
2. Locate your name in the list of members in your family.
3. Click the “view” button next to your name.
4. Click on Clubs in the navigation pane on the left side of the screen.
5. Click the Manage button for the Club.
6. Enter the Unit (Club) PIN: [This was e-mailed to everyone last year. Contact Bailey if you need your club pin](#)
7. Click the Login button.
8. You should be able to see the members that have begun the enrollment process for this year on the screen.
9. Click the download roster button (upper right-hand side of screen). The second spreadsheet in this workbook will include all members projects.

### Approving 4-H Members

Approving members- Our office WILL NOT approve members until the Club Org Leader has given permission to do so. Please do the following to let us know to approve members in the system:

1. Check members are correctly enrolled in 4HOnline AND signed up for the correct projects.
2. Ensure you have collected all 4-H fees, club dues, project book money, the required project forms, and have an updated OH 4-H Health form in your club files. You must have all of these items before requesting members approval. I have attached a checklist to assist you in tracking this information.
3. Print, initial, and date the roster and drop off to or office OR scan and e-mail to [wise.1217@osu.edu](mailto:wise.1217@osu.edu)

### 4-H Project Changes

Once a member submits their enrollment request, they are not able to make any changes or edits to their profile or project selection. They may request a project change by e-mailing Bailey Wise. She will return the enrollment request, allowing the member to make the needed adjustments. This process is



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to be used once an enrollment has been submitted though April 1. April 1- May 15 all project change requests must be approved by a 4-H leader. This time is to allow leaders to check and ensure all members are enrolled in the correct 4-H project. We ask that Club leaders keep one list of project request changes and submit to Bailey Wise no later than May 15.

## **4-H Club Invoices**

Thank you for your patience as we process all member enrollments. This is a process and takes a bit of time. We do our best to have this completed by the end of April. Pending enrollments are complete, we will begin sending out 4-H Club invoices to organizational leaders in the first week of May. These invoices will include the \$25 Club Fee and the \$15 fee per regular 4-H member.

## **Paperwork to be kept in your 4-H Club files.**

Clubs should have the current year + four years of past documents in your files.

- Club Constitution & By-laws (should also have one on file at the Extension office)
- List of current members (Roster may be printed from the 4HOnline system)
- Meeting Calendar(s) (should also have one on file at the Extension office)
- Meeting Minutes (kept by secretary, 4-H Org Leader should also have a copy)
- Financial Records (kept by treasurer, 4-H Org Leader should also have a copy)
  - Annual Financial Report
  - Banking Documentation
  - Budget Planning
  - Audit Results
  - Accounts payable documentation (invoices and receipts)
- Current Ohio 4-H Health Form for each member and volunteer

## **Banner Club Contest**

Our Banner Club contests provide clubs and club officers an opportunity to be recognized for the hard work and dedication put towards club management. Forms can be completed by any 4-H Club to earn points for achievement levels of Emerald, Gold, or Silver. Awards are presented at the Volunteer Recognition Dinner in the Fall.

Banner Club points are awarded for early enrollment. All advisor forms, and all member enrollment forms (except summer enrollment) turned into Extension Office by April 1 earns 25 points towards banner club.

A [secretary's book](#) and a well-kept [treasurer's record book](#) could earn special recognition for a 4-H'er who has done a great job. 1st, 2nd, 3rd place cash awards are given in each contest. Please visit these guidelines available on-line at <http://lorain.osu.edu> (4-H Youth Development) for additional information and deadlines.



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