

2026 4-H Club Enrollment Packet

January 2026

Dear Organizational 4-H Club Volunteer:



<https://oh.4honline.com/>

It is 4-H Enrollment Time. Returning 4-H members, cloverbuds, and volunteers will be re-enrolling this year using the **4-H On-Line System**. To assist you, your club volunteers, and your 4-H club families to **RE-ENROLL** successfully, a customized Instructional Packet is enclosed for each of your volunteer and member families. **A label with the 4-H family's name is in the middle of the front page of each packet, please make sure each family gets the right packet.** Please call or e-mail us if you have any questions or need assistance in getting your 4-H families enrolled this year.

First time 4-H families will enroll on-line too. You will have the opportunity to approve new families as well in the system under your Leader Log-In Code attached on the label below. **You must be a currently enrolled and approved 4-H volunteer to access your club information.**

**YOUR 4-H CLUB
LEADER LOG-IN CODE**



Check your enrollment packet for items listed below.

If you are missing something, please contact us **IMMEDIATELY** by phone or e-mail.

- Linda Newman, newman.221@osu.edu – 937-398-7604
- Jaycie Patterson, patterson.1332@osu.edu – 937-398-7596
- Patty House, house.18@osu.edu – 937-398-7599
- Jeremy Elleman, elleman.30@osu.edu – 937-398-7606

Please act by the dates listed. **All members must be enrolled no later than April 15th** to be eligible to participate in the Clark County and/or Ohio State Fairs. Use the checklist to help you complete and return all required 4-H paperwork. **All 4-H Volunteers must re-enroll by March 15th!**

REQUIRED 4-H VOLUNTEER TRAINING for ALL RETURNING VOLUNTEERS: 4-H volunteers may attend any of the sessions being offered in January. To register go to <https://go.osu.edu/2026clarkco4hrequiredvoltrgreg> or scan QR code. As an added incentive and a thank you, drawings for Fair Passes (\$30/each) will be held at each of the training opportunities. The drawings will take place at the end of each training, so participants at each session will know who the lucky volunteer winners are for that volunteer training.



Enrollment Packet Contents:

- 4-H Club List from 2025 Membership - Lists 2025 Enrolled Members and Volunteers
- 2026 4-H-Online Re-Enrollment Instructional Packets for Returning 4-H Members, Cloverbuds and Volunteers (Customized for each family)
- 2026 4-H On-Line Enrollment Instruction Packets for New Families (5 included) – also available on the web <https://clark.osu.edu>
- 2026 4-H Publications Order Form - *two copies*
- 2026 County 4-H Fundraising Packet - *one copy*

CFAES provides research and related educational programs to clientele on a non-discriminatory basis. For more information: <http://go.osu.edu/cfaesdiversity>
OSU Extension, Clark Co., 4-H Youth Development educational programs provided with major support from the Clark Co. Commissioners.

Enrollment Packet Contents Continued:

- Across County Line Form - *two copies*
- New 4-H Volunteer Application – one copy, print others from the web.
- Club Charter Form - *one per club*
- 4-H Financial Review and Summary Forms – *one per club*
- 2026 4-H Project Requirement Guide – *one per club (Also available on-line and on the 4-H App)*
- Jr. Fair Award Sponsor Card – *one per club*
- Social Media Considerations for Clubs and Committees – *one per club*
- Ohio 4-H Participant Medical Release – *one per club*
- Sample 4-H Club Constitution & By-Laws - *one for any new club*
- Ohio Sales & Use Tax Exemption Form - *one for any new club*
- 4-H Group Tax Authorization Form - *one for any new club*

Pick-Up These Today:

- 2026 4-H Parent Guide (**For All Families**)
- 4-H Project Guides (**For New Families**)

Clark County 4-H App

Download Now from Your App Store for FREE!

You and your 4-H families can have access to all the 4-H updates, project requirements, dates, and more at their fingertips on their smartphone. Make this one of the first things you encourage your 4-H families returning and new to do so they stay up-to-date and connected with Clark County 4-H.



Important Dates	Item Due to Extension Office
January 31	Completed Club Financial Summary Form for 2025 4-H Club Year
March 15	4-H Volunteers Enrollment Deadline in 4-H On-Line
March 24	Club Candy Order Request On-line
April 10, 4 PM to 7 PM	Pick Up Club Candy Orders
April 10, 4 PM to 7 PM	Turn in Cookie Dough/Club's Choice Orders and Money
April 15	4-H Member and Cloverbud Enrollment Deadline on 4-H On-line
April 15	Club Annual Financial Review and Audit for 2025 Club Finances
April 15	4-H Club Charter
April 15	Updated or New 4-H Club Constitution or By-Laws
May 19, 5 PM to 7 PM	Pick up Cookie Dough/Club's Choice Orders to Deliver
May 19 & 20, 11 AM to 7 PM	Pay 4-H Activity Fees and/or Turn in Candy Money

Order as Needed by The Club, Members and Volunteers

- Use 4-H Publication Order Form to order project books allow 7-10 days to process.
- Order 2026 4-H Member and Volunteer I.D. Cards.

If you have any questions, please feel free to call us. We look forward to working with you in 2026!

Sincerely,

Patty House

Patty House, 4-H Educator
house.18@osu.edu, 937-398-7599

Linda Newman

Linda Newman, Office Associate
newman.221@osu.edu, 937-398-7604

Jeremy Elleman

Jeremy Elleman, 4-H Educator
elleman.30@osu.edu, 937-398-7606

Jaycie Patterson

Jaycie Patterson, Office Assistant
patterson.1332@osu.edu, 937-398-7596

2026 Clark Co. 4-H Club Enrollment Instructions Enclosed

Re-Enroll & Enroll Members and Cloverbuds by April 15

- ALL new and returning 4-H members and Cloverbuds must enroll using 4-H-Online. Instructions are included in your club packet for distribution to returning and new families. Instructions may also be found on-line under Applications & Forms & Clubs.
- **Permission to Participate Forms:** Dog, Horse and Shooting Sports Project members will be required to complete these as part of the 4-H On-Line enrollment.

Enrolling as a New 4-H Member in 4-H On-Line in You Tube Video

<https://www.youtube.com/watch?v=sTy20dkHpA0&feature=youtu.be>

Re-Enrolling in 4-H On-Line You Tube Video

<https://www.youtube.com/watch?v=Q6tEKXvnFRY&feature=youtu.be>

Re-Enroll Returning Volunteers by March 15

- Returning volunteers must Re-Enroll using 4-H On-line. Read, complete and sign of the Standards of Behavior and Photo Release during the On-Line Enrollment process.
- **Any 4-H volunteers who received a letter or e-mail from us that are due for their 4-year BCI check must submit to a fingerprint BCI check no later than Feb. 15.**

- **Participate in one of the required volunteer training sessions.**
Jan. 21, 22, 23, 24, 25, 26, 27, 31 - Required 4-H Volunteer Training for Returning 4-H Volunteers – Scan QR Code to Register
 Or at <https://go.osu.edu/2026clarkco4hrequiredvoltrgreg>



Jan. 21, 6:30 PM, Ext. Office	Jan. 22, 6:30 PM, Ext. Office	Jan. 23, 1 PM, Ext. Office
Jan. 24, 10 AM, Ext. Office	Jan. 25, 2 PM, Ext. Office	Jan. 26, 6:30 PM, Ext. Office
Jan. 27, 6:30 PM, Ext. Office	Jan. 31, Noon, Annex, Fgrds.	

New 4-H Club Volunteers – Must Complete New Volunteer Process

- They will only be added to a club once they complete the New 4-H Volunteer Process – Application, Signed Standards of Behavior, BCI Background Check, References, Interview, and participation in a New Volunteer Orientation.
- **Upcoming New Volunteer Orientations – Feb. 18, 6:30 PM to 8:30 PM and March 12, 6:30 PM to 8:30 PM held at the Clark Co. Extension Office.**

Other 4-H Volunteer Training Opportunities

- ☞ **Ohio 4-H Horse Advisor Training, Jan. 31, 9 AM to 4:30 PM, Ohio 4-H Center, \$40/person, Deadline to Register is Jan. 16th.**
- ☞ **Cloverbud Advisor Training, Feb. 5, 6:30 PM – 8:30 PM, Extension Office.** Come learn about new resources for Cloverbuds and activity ideas to use at your meetings.
- ☞ **Ohio 4-H Conference, March 21, 9 AM to 4 PM, Columbus Convention Center.** Registration deadline Feb. 20. First 25 Clark County volunteers or teens that register will only pay \$20. Clark County 4-H Committee will pay the other \$20 of the \$40 registration fee.



2026 Clark County 4-H Club Management Materials and Information

2025 Club Constitution and By-Laws – NEW 4-H Clubs ONLY!

- ☞ **Submit a copy of your current 4-H club constitution and by-laws by April 15, 2026.** If your club does not have a club constitution and by-laws, use the sample one on the 4-H website under 4-H clubs to create one.

Need help or have questions, please contact **Patty House, 937-398-7599, house.18@osu.edu or Jeremy Elleman, 937-398-7606, elleman.30@osu.edu.** Existing clubs that have updated or made changes to their club's constitution & by-laws must also submit those to the Extension Office.

2025 4-H Financial Responsibilities by 4-H Clubs

- ☞ **Complete Yearly Financial Summary Report for 2025 4-H Calendar Year and Submit No Later than January 31, 2026.**
- ☞ **Conduct a Financial Review and Audit of your 2025 4-H Club Finances and Submit a copy No Later than April 15, 2026.**
- ☞ **OSU Extension, Clark County Staff to File Your E-990 Postcard with the IRS for the 2025 Tax Year – January 1, 2025 to December 31, 2025 by May 15, 2026.**
A copy of the results will be kept in your club's file in the Extension Office and provided to you for your club's records with your club charter certificate. You will not receive your Club's Fair Packet until you complete your financial reporting responsibilities for your club.
- ☞ **If you are a NEW 4-H Club for 2026:**
 - Obtain an EIN number from the IRS by completing the SS-4 Form.** Visit <http://irs.gov> for more details.
 - After you have your EIN number; complete the Group 4-H Tax Exemption Authorization Form and submit to the OSU Extension, Clark County Office.**
- ☞ **Pay Your Club Members/Cloverbuds 4-H Activity Fees by May 19 & 20, 2026.**
A county 4-H activity fee of \$30.00 will be charged to each 4-H member, 8 and in the third grade to 18 as of January 1st and \$10.00 activity fee for each cloverbud. This fee may be paid for by the club or by the individual 4-H member's family. **The fee goes to \$40 after 7 PM, May 20 for project members and \$20 for cloverbuds.**
- ☞ **Encourage members to participate in the County-wide 4-H Fundraiser to earn their 4-H activity fee, camperships, project coupons, high sales awards and cash prizes.** Review the County 4-H Fundraiser Packet for complete details included with your Enrollment Packet.
Clubs Choice Frozen Food – Orders and money due by April 10
Anthony Thomas Candy Bar – Club Order Request Due by March 24.
Scan QR Code to order or at <https://go.osu.edu/2026clarkco4hclubcandyorder>
- ☞ Work with your club treasurer, officers, and volunteers to keep accurate financial records for 2026 to be able to complete and submit a Yearly Financial Summary and conduct a Financial Review and Audit for submission in 2027.



2026 4-H Publication Order Form

- ☞ Use the 2026 4-H Publication Order Form to order your 4-H clubs project books.
- ☞ 2026 4-H Publication Order Forms may be submitted at any time, but please allow 7-to-10 days for your order to be processed. You will be called or e-mailed when your publication order request is ready for pick-up.
- ☞ All orders must be paid at the time of pick-up. Make check or money order payable to **“Ohio State University Extension, Clark County”**. When possible, please use one club check to pay for club book orders. **To pay for 4-H books by credit card, go to <https://go.osu.edu/clarkextensionpayment>, you will be given the total price to pay when you place your order.**
- ☞ **Sales Tax: Project books purchased by individuals or clubs are subject to 7.25% sales tax which will be collected at time of purchase.**
- ☞ 4-H Project Books are **\$12.00 each** unless otherwise noted on the 2026 4-H Publications Order Form.



2026 4-H Calendar

available on-line at <http://clark.osu.edu> and on the 4-H App.



2026 Clark County 4-H App

Download now the Clark County 4-H App from your App store. You and your 4-H families will have everything they need to stay connected to Clark County 4-H information, events, activities, dates, forms, on-line surveys, etc.

2026 4-H Updates

Check the web, your e-mail, or the 4-H App on Fridays. Encourage your families to do the same.

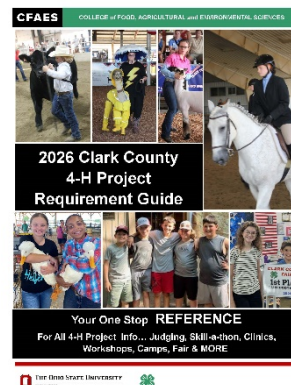


2026 4-H Parent Guide

☞ Pick up a copy for each of your families and use as part of a parent's meeting or during your club meetings to cover important information for 4-H members to be successful and parents to support that success.

2026 4-H Member Project Selection & Requirements Guide

- ☞ Use to find the information, guidelines, rules, requirements, and policies required for participation in the Clark County 4-H Program and the Clark Co. Fair. Limited hard copies available. Access the requirement guide on the web.
- ☞ **Guide on the Web and connected on the 4-H APP:** This guide is posted on the Clark County 4-H Web Site: <http://clark.osu.edu/> Look up requirements by project/project area and print as needed.

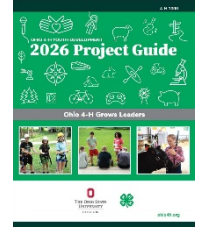


4-H Club Officer Books

- ☞ 4-H Officer books download <https://ohio4h.org/officerresources> at no cost.

2026 4-H Project Guides – mailed to all 2025 Clark Co. 4-H families

- ☞ Additional copies may be picked up at the OSU Extension, Clark County Office and an electronic version is available on the Clark County and Ohio 4-H Websites.



2026 Project Central

- ☞ Check out the new 4-H Project Central to get a sneak peek of each 4-H project. Encourage your 4-H members to do the same. <http://projectcentral.ohio4h.org/>

Changes for 2026 - Youth Livestock Quality Assurance

All 4-H and FFA project members will be required to attend a 2026 youth livestock quality assurance program. This includes anyone taking market, breeding, fancy or production livestock in the following project areas: Alpacas/Llamas, Beef, Dairy, Goats, Poultry, Rabbits, Sheep, and Swine.

There will not be a 4-H Club based QA option for 2026. 4-H members will need to attend one of the countywide Youth Livestock Quality Assurance sessions, a statewide or other county QA session, or complete the national YQCA fee-based program. There will be eight Clark County Youth QA sessions offered between Jan. 31 and May 28. Quality assurance must be completed by June 1, 2026 to show at the Clark County and/or Ohio State Fairs.

Changes for 2026 - Required Horse Safety Req. for All 4-H Horse Project Members

- ☞ All 4-H and FFA members will need to complete the EquiSTEP program between Feb. 1, 2026 and May 1, 2026, to participate in the 2026 Clark County 4-H Horse Program. This is an on-line program. Have your 4-H horse project members go to <https://ohio4h.org/animalsciences/horse>

☞ All 4-H and FFA members will need to complete and pass a Horse Safety Assessment with any horse they plan to show at the 2026 Clark Co. Fair.

☞ All 4-H and FFA members will need to pre-qualify in Jumping and Contesting prior to showing at the 2026 Clark Co. Fair even if previously pre-qualified.

More Resources Available from the Extension Office

- ☞ Check out a maximum of three Skill-a-thon Kits for up to 48 hours at a time.

2026 4-H I.D. Member and Volunteer Cards – Order as Needed

- ☞ Order 4-H member and volunteer identification cards for your club members including Cloverbuds.
- ☞ Use I.D. cards for discounts at area participating stores, entertainment/amusement (King's Island and Cedar Point), trade shows, etc.
- ☞ Use to verify 4-H membership at some youth events such as horse, livestock, dog & rabbit shows.

2026 Junior Fair Sponsor Form

- ☞ A 2026 Jr. Fair Sponsor Form included in your club's enrollment packet. Consider sponsoring!
- ☞ Encourage families in your club to sponsor an award.
- ☞ If you know of businesses that might want to sponsor, please forward their names and contacts to a Junior Fair Board Member, Fair Office (937-323-3090) or the Ext. Office (937-398-7600).

OSU Extension Clark County Web Site - <http://clark.osu.edu/>

- ☞ Check frequently for 4-H updates, newsletters, calendar, forms, fair info and much more.
- ☞ If you have trouble accessing, please call us at [937-398-7596](tel:937-398-7596), so that we may fix any problem.

Contact Us

- **Patty House**, 4-H Extension Educator - house.18@osu.edu, 937-398-7599
- **Jeremy Elleman**, 4-H Extension Educator – elleman.30@osu.edu, 937-398-7606
- **Linda Newman**, Office Associate – newman.221@osu.edu, 937-398-7604
- **Jaycie Patterson**, Office Assistant – patterson.1332@osu.edu, 937-398-7596