

2024 4-H Club Enrollment Packet

January 2024

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 volunteers and member's family. **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.

NEW 4-H families will be enrolling 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 an enrolled and approved 4-H volunteer to access.**

**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

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 April 1st!**

REQUIRED 4-H VOLUNTEER TRAINING for ALL RETURNING VOLUNTEERS: 4-H volunteers may attend any of the sessions being offered in January or February. To register go to <https://go.osu.edu/2024clarkco4hrequiredvolunteertraining>. As an added incentive and a thank you drawings for Fair Passes (\$30/each) will be given 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 2023 Membership - Lists 2023 Enrolled Members and Volunteers
- ☐ 2024 4-H-Online Re-Enrollment Instructional Packets for Returning 4-H Members, Cloverbuds and Volunteers (Customized for each family)
- ☐ 2024 4-H On-Line Enrollment Instruction Packets for New Families (5 included) – also available on the web <https://clark.osu.edu>
- ☐ 2024 4-H Publications Order Form - *two copies*
- ☐ 2024 County 4-H Fundraising Packet - *one copy*



Enrollment Packet Contents Continued:

- ☐ Cross 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*
- ☐ 2024 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*
- ☐ 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:

- ☐ 2024 4-H Parent Guide (**For All Families**)
- ☐ 4-H Family 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 do to 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 2023 4-H Club Year
March 29	Club Candy Order Request On-line https://go.osu.edu/2024clarkco4hcandybardorderform
April 12, 4 PM to 7 PM	Pick Up Club Candy Orders
April 12, 4 PM to 7 PM	Turn in Cookie Dough/Club's Choice Orders and Money
April 15	4-H Enrollment Deadline on 4-H On-line
April 15	Club Annual Financial Review and Audit for 2021 Club Finances
April 15	4-H Club Charter
April 15	Updated or New 4-H Club Constitution or By-Laws
May 21, 5 PM to 7 PM	Pick up Cookie Dough/Club's Choice Orders to Deliver
May 21 & 22, 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 2024 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 and your club in 2023!

Sincerely,

Patty House

Patty House, 4-H Educator

house.18@osu.edu, 937-398-7599

Linda Newman

Linda Newman, Office Associate

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THE OHIO STATE UNIVERSITY
EXTENSION



Jaycie Patterson

Jaycie Patterson, Office Assistant

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2024 Clark County 4-H Enrollment Packet
clark.osu.edu

2024 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 April 1

- 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. 1.**
- **Participate in one of the required volunteer training sessions.**
Jan. 25, 26, 27, 28, 29, 30, 31 & Feb. 10 - Required 4-H Volunteer Training for Returning 4-H Volunteers Reg at
<https://go.osu.edu/2024clarkco4hrequiredvolunteertraining>



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. 1, 6:30 PM to 8:30 PM and April 1, 6:30 PM to 8:30 PM, both held at the Clark Co. Extension Office.**

Upcoming 4-H Club Advisor Trainings

- ☞ **Required 4-H Volunteer Training Sessions** – All 4-H volunteers regardless of years of service must attend one of the sessions. Register at
<https://go.osu.edu/2024clarkco4hrequiredvolunteertraining>

Jan. 25, 6 PM, Ext. Office	Jan. 26, 1 PM, Ext. Office	Jan. 27, 11 AM, Ext. Office
Jan. 28, 2 PM, Ext. Office	Jan. 29, 6 PM, Ext. Office	Jan. 30, 6 PM, Ext. Office
Jan. 30, 6 PM, Ext. Office	Feb. 10, 11:30 AM, Annex, Fgrds.	

- ☞ **Club QA Advisor Orientation will be held on Feb. 20, 6:30 PM – 8:30 PM, Extension Office.** Clubs planning to conduct a Club QA Program will need to send one or more volunteers. New QA materials will be used in 2024.
- ☞ **Cloverbud Advisor Training, Feb. 22, 6:30 PM – 8:30 PM, Extension Office.** Come learn about new resources for Cloverbuds and activity ideas to use at your meetings.

2024 Clark County 4-H Club Management Materials and Information

2024 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, 2024.** 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**
Existing clubs that have updated or made changes to their club's constitution & by-laws must also submit those to the Extension Office.

2024 4-H Financial Responsibilities by 4-H Clubs

- ☞ **Complete Yearly Financial Summary Report for 2023 4-H Calendar Year and Submit No Later than **January 31, 2024.****
- ☞ **Conduct a Financial Review and Audit of your 2023 4-H Club Finances and Submit a copy No Later than **April 15, 2024.****
- ☞ **OSU Extension, Clark County Staff to File Your E-990 Postcard with the IRS for the 2023 Tax Year – January 1, 2023 to December 31, 2023 by **May 15, 2024.****
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 2024:**
- A. **Obtain an EIN number from the IRS by completing the SS-4 Form.** Visit <http://irs.gov> for more details.
- B. **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 21 & 22, 2024.**
A county 4-H activity fee of \$25.00 will be charged to each 4-H member, 8 and in the third grade to 18 as of January 1st and \$5.00 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 \$30 after 7 PM, May 22 for project members and \$10 for cloverbuds.**
- ☞ **Encourage members to participate in the County-wide 4-H Fundraiser to earn their 4-H activity fee, camperships, project coupons, high sells awards and cash prizes.** Review the County 4-H Fundraiser Packet for complete details included with your Enrollment Packet.



QR Code for
Anthony Thomas
Candy Bar Order

Clubs Choice Frozen Food – Orders and money due by April 12 -
<https://go.osu.edu/2024clarkco4hclubschoicefundraisingclar48>
Anthony Thomas Candy Bar – Club Order Request Due by March 29
[https:// go.osu.edu/2024clarkco4hcandybardorderform](https://go.osu.edu/2024clarkco4hcandybardorderform)

- ☞ Work with your club treasurer, officers, and volunteers to keep accurate financial records for 2024 to be able to complete and submit a Yearly Financial Summary and conduct a Financial Review and Audit for submission in 2025.



QR Code for Club's
Choice Frozen Food



2024 4-H Publication Order Form

- ☞ Use the 2023 4-H Publication Order Form to order your 4-H clubs project books.
- ☞ 2023 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 **\$8.00 each** unless otherwise noted on the 2024 4-H Publications Order Form.



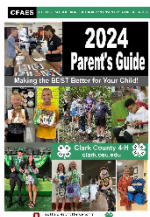
2024 4-H Calendar

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



2024 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.

2024 4-H Updates – Check the web, your e-mail, or the 4-H App on Fridays. Encourage your families to do the same.



2024 4-H Parent Guide

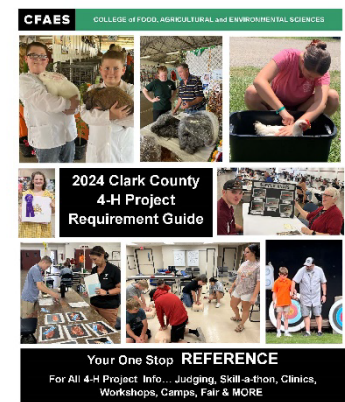
☞ Pick up a copy for each of your families and use as part of a parent meeting or during your club meetings to cover important information for 4-H members to be successful and parents to support that success.

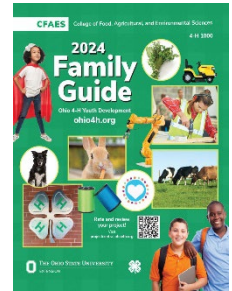
2024 4-H Member Project Selection & Requirements Guide

- ☞ 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.





2024 4-H Family Guides – mailed to all 2023 Clark County 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.

2024 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/>

Club QA Kits – Reserve for Up to 4 Days, First-Come-First-Served Basis

- ☞ Club QA Kits available starting March 1. Reserve for a four-day period.
- ☞ **Conduct your club's QA program between Mar. 1 – June 1. Turn paperwork in by June 1**

EquiSTEP Program Required for All 4-H Horse Project Members

- ☞ All 4-H members will need to complete the EquiSTEP program by May 1, 2024, to participate in the 2024 Clark County 4-H Horse Program. This is an on-line program. Have your 4-H horse project members go to <https://go.osu.edu/2024equistep>



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.

2024 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.

2024 Junior Fair Sponsor Form

- ☞ A 2024 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, Sr. Fair Board Office (937-323-3090) or the Extension Office (937-398-7599).

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 [937-398-7604](tel:937-398-7604), so that we may fix any problem.

Contact Us

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