



HOW TO...

Manage County 4-H Paperwork

Mark these FIRM DEADLINES on your calendars:

- ✓ October 1 4-H year begins; club Secretary and Historian books due
- ✓ November 1 Club Annual Charter Renewal forms and financial reports due
- ✓ December 1 Enrollments for ALL re-enrolling members due in 4hOnline
- ✓ March 1 Enrollments for new members due in 4hOnline (in order for them to exhibit at county fair)
- ✓ March 1 Enrollments for ALL leaders due in 4hOnline (in order for them to be eligible for a discounted fair pass)
- ✓ All of the above due to the UW-Extension Office at the Courthouse

Attend monthly Senior Council meeting to receive important paperwork, including:

- ✓ February Record book sheets if requested (also available on website listed below)
- ✓ August Club Achievement Program forms; proposed 4-H Council budget
- ✓ September Enrollment information, fee sheets and Project Guides

Contact the Fair Office at the fairgrounds for county fair forms and deadlines:

- ✓ Fair Premium Books and entry information will be distributed according to the Fair Office's schedule: check with that office for the fair online entry deadline: telephone 755-1470 or e-mail rcfair@tds.net

THE BOTTOM LINE

Delegate paperwork to Advisory Board members or other leaders as appropriate.

Remember that 4-H paperwork and Fair paperwork are NOT the same thing!

Check the Rock County 4-H website for online forms and information:

<http://fyi.uwex.edu/4hrock/>

Forward suggestions for reducing county 4-H paperwork to the 4-H staff!