

Dane County 4-H Enrollment Information for Families

Members and Leaders:

- Enrollments will open up online September 5, 2019 (time TBA). The database will be closed from August 30 through September 4.
- Re-enrollments should be entered by November 1, 2019
- Be sure to read the handout "Re-Enroll Members/Leaders" for instructions to add/change/delete any information.
- **Do NOT add a year** to the number of years in a project. The database has automatically updated that for you.
- The Behavior Expectations Form is a part of the online enrollment for BOTH members and leaders. You must check the box stating that you agree to this policy (Organizational Leaders should go over this policy with all members/leaders at a club meeting).
- Please be sure your email is entered correctly! If there is something wrong or incomplete with your enrollment, it will be sent back to you via email. There will be a message at the **END** of the email letting you know what is missing. You will need to re-submit the enrollment. If the enrollment does not get re-submitted, you are **NOT** an active 4-H member or leader.
- **Check all of your information entered online!!!** This means checking personal information AND projects! If you don't keep your information current, you won't receive mailings and emails from our office.
- The Dane County Extension Office is not responsible for changing any of your information in the database. If your personal information changes, it is up to you to log in and make those changes (email, address, phone number, etc.). **This includes project changes or additions.**

Members:

- Youth 17 years or older - a box will appear asking if you wish to enroll as a youth or an adult. **Pay very close attention to this!** If the youth is graduating from 4-H and wants to continue as an adult leader, then choose Enroll As Adult, otherwise select Enroll as Youth.
- There is only one level per project area (exceptions will be in the Foods Projects, where different levels are still applicable – be sure to enroll in the level that you plan on showing at the Dane County Fair). **You should only be enrolled in one level of the Foods Project areas (only one level of Food Preservation and one level of Foods and Nutrition).**
- **Shooting Sports members:** Youth must enroll in each discipline they plan to participate. There is not a generic "shooting sports" project. Remember also, that there is an age restriction for powder burning disciplines. 4-H youth must be 12 years of age to operate any powder-burning firearm. This includes .22 handgun or rifle, muzzleloading handgun or rifle, or shotgun.
- If you are enrolling in any of the arts projects, be sure to also enroll in Art. When you do your entries at Fair time, there may not be a specific entry for your project – but if you're enrolled in "Art", you'll be able to choose that.
- Cloverbuds are members who will be enrolled in 5-year-old kindergarten through second grade as of October 1, 2019. Members in this grade range may ONLY enroll in the Cloverbud Project.

- To be eligible to enter projects at the Dane County Fair, members **MUST** be enrolled in those projects **BEFORE** March 1, 2020. You ***CANNOT*** add or change projects after March 1. We cannot stress enough to **CHECK YOUR ENROLLMENTS BEFORE MARCH 1!**

Leaders:

- **NEW THIS YEAR!** ALL Volunteers (Leaders) will need to select a club **AND** a volunteer type. This has to do with a change coming where each volunteer needs to be given a position description and letter based on the role they will be doing. Under the Participation tab in 4honline, you'll see where you select your club. Underneath that you will see "select a volunteer type". Your choices are: Activity Leader, Club Enrollment, Club Manager (we don't use this), Co-Organizational/Co-General, County Committee and Organizational/General. You will now **HAVE** to select one of these – even if you enroll as an Independent Leader.
- **ORGANIZATIONAL/ENROLLMENT LEADERS** – please enroll as soon as possible after September 4. As soon as you are given access by the Dane County Extension Office, you will be able to check your club information and confirm members and other leaders in your club. You will receive a report from the Dane County Extension Office after your enrollments are completed. This **MUST** be shared with your club to be sure ALL information is correct!
- **Organizational/Enrollment Leader** will confirm members' enrollments before they are sent to the Dane County Extension Office. NO member or leader is active until the Extension Office has accepted their enrollment. Please check for new enrollments often – especially when it gets closer to the March 1 deadline for Dane County Fair entries. It makes things a lot simpler if everyone is confirmed before we turn files over to the Fair Office. If you have someone that wants to join your club after that date, they can enroll, but will have to email the Extension Office to have projects added. Please be sure members know that they are not eligible to enter projects in the Dane County Fair for the current year if they enroll after March 1.
- **It is very important for leaders to re-enroll each year.** Leaders absent five or more years will need to attend the VIP (Volunteers in Preparation) Training at the Dane County Extension Office and undergo a background check. Please encourage your leaders to remain actively enrolled to avoid this. Wisconsin 4-H policy requires that all enrolled 4-H volunteers undergo an automatic background check every four years. This background check is done through the state 4-H office.
- **Horse Leaders:** You must enroll in the Horse Project so that you are covered by insurance through the Leader's Association. Even if you are an Organizational or any other type of leader – if you are participating at all with horses – **enroll as a Horse Leader**.
- If you are a leader helping in any project areas, please enroll in those projects as a leader. This way you will be sure to get announcements/mailings related to those areas from the Dane County Extension Office.
- New leaders will remain pending in the database until they complete all steps of the volunteer enrollment process, including the in-person VIP training, background check and online Mandated Reporter training.

Enrollment Web Site:

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