

4-H Administrative Leader Re-Enrollment Checklist

1. Hold a 2017-18 Kick-Off Meeting

- a. Please hold a fall meeting or email communication with enrollment information. Brenda can get you a complete list of emails, if needed. Please encourage enrollment by **December 31**, including the \$20 participation fee payment. You can either collect payments or they can bring in/mail to the MSU Office. Waivers are available to families with financial need for a \$10 per youth scholarship or \$30/family through 4-H Council.
- b. Inform families that communications (i.e. newsletters, emails, etc.) with 4-H office end after January 1 if not re-enrolled. With Brenda retiring, it is especially important this year to have all enrollments completed by December 31st

2. Check 4honline.com Regularly

- a. Please check 4honline.com weekly to approve youth who have re-enrolled and paid fee.

3. Embrace the Newbies!

- a. If new families contact you to come to a meeting, please respond promptly. We are doing a greater amount of recruitment this year and need all leaders' cooperation in working towards new youth enrollment.
- b. If you cannot take any more youth in your club, you may close it for the 2017-18 year, but you will not be allowed to re-open it to allow different youth in later. In order to close, you must contact Brenda Patrick, but please try to keep your club open, if at all possible.
- c. New 4-H members and families are very important to encourage as youth age out and current 4-H families could use the additional help of new 4-H parents. Many hands make light work!:) We are also asking all new 4-H members to have their fees paid within 2 weeks of online registration. Thank you in advance for helping us process registrations in a more timely manner.