

ENROLLMENT CHECKLIST

This checklist is for leader use/convenience, does not need to be submitted to the Extension Office.

✓ When completed:

_____ Please re-enroll yourself and ask other assistant or co-general leaders to update their profile in 4HOnline (this can be done after September 12 (September 15 for members)). We will then be able to approve you as a club manager for the new year.

_____ Members/leaders need to be approved in 4-H online by club leader (by December 1 preferred)

_____ Dues collected at \$6.00 per member ***

- *check made out to Waupaca County 4-H Leaders Association with club bill*
- ***because of the change to 4HOnline and the fact that people can enroll up to and including February 1, club dues will be accepted as soon after this date as possible – if they are not turned in to the Extension office by February 1 it is ok.
- **It is up to each club general leader if you would like to wait to approve any members/leaders in 4-H online until you have collected dues.**

_____ Leader assessment collected at \$2.00 per leader (1st year leaders are exempt)***

- *check made out to Waupaca County 4-H Leaders Association with club bill*
 - *Member dues and leader assessment can be put together on the same check.*

_____ Annual 4-H Club Charter Renewal Packet (**required annually to be a club**)

- Preferred by October 15; Due by November 1
- Remember to turn in a current copy of the club bylaws/constitution with the date approved by the club
- Also turn in a list of the club financial transactions OR a copy of the checkbook register for July 1 – June 30 (these are the dates needed for reporting the e-postcard to the IRS) and a copy of the bank statement that includes June 30 and is reconciled with the club finances.

_____ Club Literature order form completed

- *(or mailed to Jenny Heise by November 30)*