4-H CLUB

Steps To Success

We can't start a club without members! Each year 4-H Club membership enrollment begins with the collection of membership dues and demographic data. This process is relatively simple but it doesn't happen on its own. The truth is, the success of the membership drive depends largely on you.

In this second newsletter in the "STEPS" series, we offer suggestions on how to recruit members and be fiscally accountable. It serves as a general guideline for ensuring an orderly enrollment procedure and appropriate accountability for you and your faculty helpers.

An Operational Guide for 4-H Organizational Club Sponsors

STEP #2

Most school administrators require club membership to be completed prior to the first regular meeting to avoid truancy issues.

An efficient enrollment procedure ensures us that:

- ☐ All eligible students have equal opportunity to join 4-H.
- ☐ All information required on the enrollment form is as complete and as correct as possible for entering into the 4-H database.
- ☐ All club dues are paid to the club leader and submitted following school administration policies for payment to the 4-H Office.
- ☐ All members and parents are informed of upcoming club-related events and activities in a timely manner.
- ☐ All members are enrolled in their projects so project books can be distributed promptly.

Supplies:

- ☐ Meeting Posters
- ☐ Register of Account
- ☐ Membership Roster
- ☐ Enrollment Forms
- ☐ Membership Cards

1. Communication & Marketing
2. 4-H Project Selection
3. Collection of Enrollment Forms & Dues
4. Membership Roster

The Madison 4-H Foundation collects $5.00 per member for parish dues. A total of $3.00 is assessed per member for state dues and $2.00 is retained for the purchase of supplies and materials to support parish-wide functions.

WHERE DO I START?

1 COMMUNICATION & MARKETING

4-H welcomes all youth ages 9-19, as well as adult and teen volunteers who are essential to the successful delivery of 4-H programs. We encourage you to invite parents to participate and involve them in club planning and implementation. Additional resources are available, including parent newsletters, interest surveys and activity guides. Invitations and special notices can also be printed upon request.

The 4-H enrollment packet is distributed at the introductory meeting so students can take it home to share with their parents/caregivers. Each student will make their own packet as part of an interactive exercise designed to encourage youth to explore 4-H opportunities and motivate involvement.

The packet includes:

- ☐ An Enrollment Form
- ☐ A note to parents and caregivers
- ☐ A push card-type brochure
- ☐ A bookmark
- ☐ And other promotional materials.

4-H Club meeting posters are provided for your convenience. They are in black and white on white paper to use as masters and/or have members decorate with crayons, markers, glue , glitter, etc.

There are some general posters to use as a reminder for students to join by your scheduled deadline, as well as monthly meeting signs informing members of the date, time and place for the next meeting.

Common places for displaying the signs include:

- ☐ Cafeteria entrance and exit
- ☐ Water fountains
- ☐ Restrooms
- ☐ Classroom doorways
- ☐ Hallways and stairwells

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The 4-H parent volunteer can be a tremendous resource for you as a club coordinator, leader and teacher. The greater the parent involvement, the more enthusiastic the club member, regardless of age.

Parents can serve in many roles to support the 4-H Club membership:

- ☐ Attend club meeting day and assist as an activity helper
- ☐ Chaperone or help supervise an event or field trip
- ☐ Judge a contest, talent show or demonstration day
- ☐ Plan and/or organize a community service project
- ☐ Provide refreshments and/or arrange a celebration event.

WHAT NEXT?

2 4-H PROJECT SELECTION

4-H is a dynamic non-formal education program that engages youth in hands-on experiential learning. Our once-a-month sessions focus on application and practice of skills learned in the classroom, and encourage critical thinking, decision-making and problem-solving.

We offer a wide variety of learning opportunities that target three key initiatives referred to as our *Mission Mandates*: Science, Engineering and Technology (SET), Healthy Living, and Citizenship, with an emphasis on Service-Learning. We strive to incorporate "youth voice" and involve youth in age appropriate activities at each meeting. Members select a project based on their interests from over 40 different subject matter areas.

Members have multiple opportunities to explore their interests by:

Selecting a project book from the list on the back of their enrollment form, if they choose to do so.

Project book selection is not required.

Selecting a project focus for club meeting day participation.

Nine project areas are offered for 4-6th grade members. Members in grades 7-12 develop independent study projects.

Selecting workshops, contests and camps to participate in after school.

Members do not have to be enrolled in a specific project to participate in most project-related contests, workshops and special events.

WHAT ELSE?

3 COLLECTION OF ENROLLMENT CARDS & DUES

It may be helpful to set a deadline for the return of enrollment cards and dues. This is most helpful at the beginning of the school year to discourage students from prolonging this process. Sometimes a monthly deadline is helpful, especially as meeting day draws near and rotation schedules are due. A cut-off date, usually just before the mid-year break or the first of January, is sufficient to allow all interested students ample time to complete the enrollment process.

PARISH DUES ARE $5.00. The 4-H Register of Account Form attached is helpful for monthly record keeping. You may want to provide faculty assistants with a copy as well. The 4-H Financial Report Form may also be used. Follow your school's policies regarding money collection and fiscal accountability.

All enrollment forms should be submitted to the 4-H Office by the last day of each month in order to fill project book requests in a timely manner.

MAKE IT OFFICIAL!

4 4-H CLUB MEMBERSHIP ROSTER

Since we are mandated to submit enrollment data for federal and state reports, accurate membership enrollment is essential. Besides being assessed a fee annually for each member, we are also responsible for accurate demographic data used in planning and registering for various camps and events.

So as membership dues and enrollment forms start flooding in, we'll want to keep an accurate record! If you have been successful recruiting other faculty members to help, this task will be much easier to accomplish.

A Membership Roster Form is attached to help simplify record keeping. Provide a copy for each of your assistants so they can record member enrollment accurately. Keep in mind that while most youth will turn in their forms and dues together, many will not. For this reason there is a place provided to record the dates for the form and dues separately. Sometimes dues trickle in a dollar or two at a time, so multiple places are provided in that case.

At various times during the year, you will receive a computer-generated copy of your club enrollment based on the enrollment forms turned in to the 4-H Office. It is important to compare each entry with your roster to determine any discrepancies.

Here's a few more suggestions:

1. It is a good idea to provide members with a receipt when you collect any money. By retaining a copy, you have even greater accountability with your record keeping.

2. You may want to list members by Homeroom Teacher. If each homeroom teacher is facilitating enrollment, it's as easy as providing them with the appropriate form and having them make a copy each month for you. If not, it is still very helpful to know to which homeroom your members belong, especially if you don't see them every day. You will find it useful when distributing notices and reminders.

3. Provide an updated copy of your Membership Roster to your school office each month. Depending on your school situation, other faculty members may need a copy to help manage truancy issues.

DID YOU KNOW?

1. Students in 4th-6th grades require a parent's signature on back of card.
2. Signatures are encouraged for older youth as well since a parent or guardian signature is required for permission to publish photos on our website or other publicity materials.
3. Youth may not be turned away if they cannot pay club dues voted on by the members. Contact the 4-H Agent if you are aware of any student fitting this profile.

Thanks for all you do!

4-H Register of Account

_____/_____/_____
Beginning Month/Date/Year

_____
Club/School Name

DATE	CHECK #	PAYEE	DESCRIPTION	INFLOW	OUTFLOW	BALANCE

(Duplicate as needed to add pages.)

Signed: _____
Club Treasurer

Date: _____/_____/_____

Signed: _____
Club Leader

Date: _____/_____/_____

4-H Financial Report

_____ _____

Month/Date/Year **Club Name**

Beginning balance on hand: $_____._____

Receipts: (List all monies received)

Dues:

_____ **@ $_____._____**

# of members **per member** **$_____._____**

Date:

_____ **$_____._____**

_____ **$_____._____**

_____ **$_____._____**

_____ **$_____._____**

Total receipts: $_____._____

Sub-total: (Add together Beginning balance + Total receipts) **$_____._____**

Disbursements: (List all monies spent)

Date:

_____ **$_____._____**

_____ **$_____._____**

_____ **$_____._____**

_____ **$_____._____**

Total disbursements: $_____._____

Ending balance: (subtract: Sub-total – Total disbursements) **$_____._____**

Person responsible for holding balance: _____

Signed: _____

Treasurer

Signed: _____

Leader/Sponsor

4-H Membership Roster

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Membership Dues: $5.00

Homeroom Teacher: _____

Instructions: Enter a check (☐) in the "FORM" column to indicate 4-H Enrollment Form has been submitted and record the date received. As members submit dues, enter the date and amount in the spaces provided, indicating a zero (0) balance when all dues are paid. Submit COPY of club roster and all dues collected to 4-H Club Coordinator at your school.

NAME	GRADE	☐FORM	DATE	DUES	DATE	DUES	DATE	BALANCE