



# Directions for 4-H Enrollment

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## General Information:

Enroll in 4-H as early in the year as possible by completing forms and turning them in to the Cooperative Extension Service Tanana District office. Three forms (four forms for horse and ATV members) are necessary each year:

- **Alaska 4-H Member Enrollment Form**
- **Alaska 4-H Leader Enrollment Form**
- **Media Release Form (for Leaders and Members)**
- **Acknowledgment of Risks, Release of Liability and Indemnity Agreement (for Horse & ATV Members only)**
- **If you are a new leader or are signing one up in your club - STOP - contact the District 4-H office/agent to fill in the necessary forms for you/them to become a leader**

Enrollment cannot be processed until all information is complete. The enrollment forms are carbonated. The top copy is turned in to the Tanana District Office and the second copy should be kept by the leader. Revisions can be made to enrollments any time during the 4-H year up to June 15th of the current year.

## When enrollment is complete:

- 4-H members will be covered with accident insurance while participating in 4-H activities.
- 4-H leaders will be covered by the UAF liability policy when following their job description for official 4-H activities.
- All 4-H families will be put on a mailing list to receive the newsletter, *4-H News*. The purpose of the newsletter is to keep 4-H'ers and leaders informed of events, opportunities, and training sessions.
- Any adult listed as any kind of leader on enrollment forms will automatically become a member of the Tanana District Leaders Council and always welcome to attend their meetings.

## Alaska 4-H Member Enrollment Form - complete all items:

- **Club Name** – may depict meeting area or club interests.
- **Main Leader** – name of leader responsible for organizing club.
- **4-H Year** – current 4-H year (same as current school year. Example: 2008/2009).
- **Member's name, phone and mailing address** – be sure this is complete, READABLE, and accurate so each member can receive mail from us.
- **Month/day/year of birth - (example: 10/14/98)**
- **Sex** – F (female); M (male)
- **Year in 4-H** – count each year a member has been in 4-H (including years previously served as members in other districts/states). To count past years, a 4-H member must have turned in one or more Project Books. Include this year. For a beginning member the year is one (1).
- **Race** – this information is used on national reports to show we are reaching all segments of our population. If a member or leader is any part minority, use the code listed on the form for that minority.
- **Grade** – list grade in the current school year.
- **Parents name and work phone** – helpful if parent's last name is different than child's. If parent does not want to be contacted at work, please omit phone number.

- **E-mail** - if a member has an e-mail address, please complete this item with the full e-mail address used by the member.
- **Projects** – refer to CODE list on back of the enrollment form. Use project codes to designate projects enrolling in. After codes, put in parentheses the number of years the 4-H'er has been enrolled in that project.

**Example:**

- \* To sign up a first year member for *Beef*, use the code GBB (1).
  - \* For a third year member in *Gardening* -- if they are growing flowers, fruits & vegetables, use the code GCC (3).
  - \* If the member is a **Cloverbud** (grades K-2), use the project code FD.
  - \* Junior/Teen Leadership can be listed as a 4-H project as well. Use (FF).
- **Completed column** – for office use only.
  - **Fees paid** – Leaders may use this column to assist them.
  - **Insurance** – Leader may use this column to assist them.

**Dues Payment:**

Enrollment fees may be waived for members who cannot afford them. Arrangements can be made with the Tanana District Leaders Council to cover insurance costs. Fees should be collected by the 4-H leader, or provided by the club treasury, and turned in to the Extension Office along with the enrollment forms. Make checks payable to:

**Tanana District 4-H Leaders Council**

Member fees cover the cost of accident insurance, record books and monthly newsletters. A small portion of the fees (\$2.00) will be placed aside for scholarship funds for district members and leaders. The membership fee is paid only once each year no matter how many projects or clubs a member belongs to.

**Fees are:**

- \$10.00** – most members (Includes \$1 for accident insurance.)
- \$11.00** – ATV project members (They pay \$1 more for insurance.)
- \$13.00** - horse project members (\$1 more for insurance and \$2.00 more for state horse development committee.)

**Fee for adult volunteer leaders:**

- \$5.00** - all leaders (Includes \$1 for accident insurance.)

**Alaska 4-H Leader Enrollment Form:**

Enroll all leaders helping with club so that they are covered by UAF liability insurance. For family groups or individual members, one parent must enroll as the leader.

- **Work Phone** – this is helpful if leader is willing to be called at work.
- **Definition of leaders** – check appropriate box on form.
  - \* **Main Leader** – leader in club who is responsible for the organization. When we need to reach one leader to provide general information, this is the leader we will call or write.
  - \* **Assistant Leader(s)** – People who help regularly with the club but do not have specific project responsibilities.
  - \* **Project Leader(s)** – People who teach individual projects. Use the codes (Project Codes) on the back of enrollment form to indicate projects they are responsible for.
  - \* **Resource Leader(s)** – People who help only on special occasions or events.
- **Year in 4-H** – please list year as a leader--including this year. For first year leaders put 1. If people have served as a leader in another state, count those years also (please note which state).
- **Insurance** – Check this column as leaders are automatically signed up for insurance when they pay their fee.

*REMEMBER . . . to keep the Goldenrod card stock copy for your records.*