

Arapahoe County
CSU Extension
4-H Enrollment and
Confirmation Packet



4-H Enrollment Information

6934 S. Lima St., Suite B
Centennial, CO 80112
303-730-1920

Membership is open to any Arapahoe County Youth, 5-18 years of age as of December 31, 2017, regardless of race, color, creed, sex, national origin or handicapping conditions. All children ages 5-7 as of December 31, 2017, must enroll in the Cloverbud project, which explores several 4-H topics and is noncompetitive. Children, ages 8-18 as of December 31, 2017, enroll in 4-H projects of their choice.

TYPES OF MEMBERSHIP

Community 4-H Club - Youth and parents interested in joining an existing club or forming a 4-H Club.

MEMBER ENROLLMENT DEADLINES & INFORMATION!!!

- Returning 4-H member (ages 8 – 18) pay an enrollment fee of **\$50.00** if enrolled by 12/1/17.
- Returning Cloverbud member (ages 5 – 7) pay an enrollment fee of **\$40.00** if enrolled by 12/1/17.
- There is a **\$25** late fee for all returning members who enroll after the 12/1/17 deadline (\$75 per 4-H member, \$65 per Cloverbud member). Returning members will NOT be accepted after 1/31/18.
- New 4-H members (ages 8 – 18) pay an enrollment fee of **\$50** per member and must enroll by 4/1/18 but are encouraged to enroll sooner.
- New Cloverbud members (ages 5 – 7) pay an enrollment fee of **\$40** per member and must enroll by 4/1/18 but are encouraged to enroll sooner.
- The project add/drop/change deadline is 5/1/18

The enrollment fee includes the following: project literature for unlimited projects (Cloverbuds may choose unlimited projects from the Cloverbud project areas only: AS – Animal Science; EA – Expressive Arts; HE – Home Economics; MS – Mechanical Science; NR – Natural Resources; PGD – Personal Growth & Development; PSS – Plant & Soil Science and ST – Science & Technology), accident insurance (covers State/County/Club 4-H functions with an adult 4-H leader supervising), a \$15.00 State 4-H membership fee and \$2.00 Colorado Youth Fund fee (these last two are included in the enrollment fee and do not need to be paid separately). Arapahoe County 4-H Foundation Scholarship applications will be available, if families are interested in applying, to help with the cost of enrollment fees.

Youth may participate in 4-H by belonging to a 4-H club, or any recognized unit of 4-H participation, usually in his or her county of residence. The following policy is observed when this is not the case:

- Youth may join and enroll in projects in only one county at a time.
- Youth may participate as a 4-H member in only one county fair per enrollment year, and exhibit a given project in only one county per enrollment year.
- Membership can be transferred from one county to another when the family moves, when the 4-H member lives part of the year in one county and part of the year in another county, or as other situations arise/dictate.
- Written approval by the county Extension offices in both counties is required to facilitate the transfer.
- When a situation exists that necessitates change of residence in mid-year, state and local 4-H fees will be assessed in both counties.
- Should a county Extension program close, 4-H members residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county's 4-H program prior to the closure of the Extension office in the county of their residence.

LEADER ENROLLMENT – NEW INFORMATION!!!

All Leaders pay a \$5.00 enrollment fee. Returning leaders will **not** be accepted after 1/31/18. Project leaders should be designated for each project in which 4-H members enroll. Leaders sign up for only those projects in which members are enrolled. Each leader must enroll in 4-H Online. All new family and traditional club leaders must submit a 4-H Volunteer Leader application in 4-H Online, list three references, submit for a reference check, background check, complete the e-Learning Modules and sign the Volunteer Agreement form in 4-H Online.

ENROLLMENT FORMS & FEES - NEW INFORMATION!!!

Families will be self-enrolling in 4-H Online this year, but organizational club leaders are responsible for submitting the following enrollment materials to the Extension Office (address above) after their families have self-enrolled.

- Club report listed each member and their projects (printable from 4-H Online).
- Member and leader enrollment fees that correlate – (ENROLLMENTS WILL NOT BE CONFIRMED OR PROJECT LITERATURE ORDERED WITHOUT FEES).
- Any hard copy forms that are needed

We will now be accepting Credit Card enrollment payments via Eventbrite. This is only a payment method, not members' 4honline enrollment. Members must enroll on 4honline for the 4-H enrollment to be complete.

4-H Members, Cloverbud Members, and Leaders will need to print the receipts/tickets and give to the Organizational Club Leader. If members are enrolled in Animal Projects, they should attach their receipts/tickets with their animal forms and hand-in to the Organizational Club leader at one time. Club Leaders will need to collect all payment information and necessary forms for all club members before submitting to the Arapahoe County Extension Office.

If a member chooses to pay using a credit card via Eventbrite, leaders can write *Eventbrite* on the Confirmation Form under the "Payment" column.

NOTE: There is a small service fee for choosing to pay via Credit Card

Make checks payable to the ARAPAHOE COUNTY EXTENSION

If you have any questions, please call the Arapahoe County Extension office at 303-730-1920 or visit the website <http://arapahoe.extension.colostate.edu/>.

4-H Enrollment Instructions

What to Turn into the Extension Office?

Club Leaders are responsible for collecting all necessary animal forms and correct payment from the club members. These items must be postmarked by the following dates. Failure to comply will result in DELETED enrollments on 4-H Online and members will not be able to participate in 4-H this year.

For All Returning Members:

Please attach the following documentation and send to the Extension Office in one lump sum by
December 15, 2017:

- 4-H Confirmation Form*
- All Animal Paperwork (*Code of Show Ring Ethics, Animal Care and Housing Form*)
- Club** check from the club bank account for all RETURNING members
- Literature Request Form*

For All Late Enrollments:

Please attach the following documentation and send to the Extension Office in one lump sum by
February 15, 2018:

- 4-H Confirmation Form*
- All Animal Paperwork (*Code of Show Ring Ethics, Animal Care and Housing Form*)
- Club** check from the club bank account for all RETURNING members (Including late fees)
- Literature Request Form*

For All New Members:

Please attach the following documentation and send to the Extension Office in one lump sum
by **April 15, 2018**

- 4-H Confirmation Form*
- All Animal Paperwork (*Code of Show Ring Ethics, Animal Care and Housing Form*)
- Club** check from the club bank account for all RETURNING members
- Literature Request Form*

Questions?

- If you have any questions about enrollment, please visit our website:
<http://arapahoe.extension.colostate.edu/4-h-youth-development/4-h-leader-resources/>

Club Name: ABC 4-H Club
 Leader Name: Tommy Jones

4-H Confirmation Form

Total Check Amount for Club: \$ 225.00

Member Name	Contact Info (Phone or Email)	Years in 4-H	Youth or Adult	Cloverbud	Code of Show Ring Ethics (Animal Projects)	Animal Care and Housing Form (Animal NOT Housed at Home)	Late Fee (Deadline Dec 1st)	Payment
John Doe	123-456-7890	1	youth		X	X		\$ 50.00
Sally Smith	222-222-2222	2	youth		X	NA		\$ 50.00
Bobby Brown	bobbybrown@gmail.com	6	adult		NA	NA		\$ 5.00
Emma Jones	maryjones@gmail.com	4	youth		NA	NA	\$ 25.00	\$ 75.00
Mary Jones	maryjones@gmail.com	4	adult		NA	NA		\$ 5.00
Natalie Sanchez	natalie@gmail.com	1	youth	X	NA	NA		\$ 40.00
EXAMPLE								
TOTAL								\$ 225.00

Club Name: _____

4-H Confirmation Form

Total Check Amount for Club: \$ _____

Leader Name: _____

Member Name	Contact Info (Phone or Email)	Years in 4-H	Youth or Adult	Cloverbud	Code of Show Ring Ethics (Animal Projects)	Animal Care and Housing Form (Animal NOT Housed at Home)	Late Fee (Deadline Dec 1st)	Payment
TOTAL								

Instructions for Club Literature Request Form

- ❖ A sample form is enclosed.
- Make copies of this form as needed. **One line (or more, see #2) MUST be filled out for EVERY member and leader in your club, whether they need literature or not.**
- If the member or leader is taking or leading MORE than ONE project, a separate line MUST be filled out for every project.**
- Fill in your club name.
- Fill in the organizational leader name or the leader name of the leader who is coordinating the distribution of your club's literature.
- Fill in the member or leader first name.
- Fill in the member or leader last name.
- Fill in the project name.
- Fill in the project unit # or the project unit name (some projects don't have unit numbers).
- Do they need a project manual? Fill in Yes or No.
- Some projects don't have manuals. If that is the case, that will be noted on the form when your literature is pulled. If a livestock (beef, dog, goat, sheep, swine) manual is requested and one has already been given to someone in the family, it will be noted on the form as well.
- KEEP COPIES of the completed forms for your records, before you send them to us.
- This form may also be found at our website at:
<http://arapahoe.extension.colostate.edu/wp-content/uploads/sites/10/2016/05/Club-Literature-Request-Form.pdf> if you wish to type it in there, then print it out and send it in to our office. If the form is handwritten, make sure it is legible please.

CLUB LITERATURE REQUEST FORM (Sample Form)

Make copies of this form as needed. Please write LEGIBLY!

Club Name: <div style="text-align: center; color: red; font-weight: bold;">Clover Connections</div>	Organizational Leader Name: <div style="text-align: center; color: red; font-weight: bold;">Susan Leader</div>
---	--

Member/Leader First Name	Member/Leader Last Name	Project Name	Unit # or Name	Manual Needed?
Jane	Clover	Beef	Market	Yes
Jane	Clover	Clothing Construction	Unit 3	Yes
Jane	Clover	Foods and Nutrition	Unit 2	No
Madison	Clover	Artistic Clothing	Decorate Your Duds	Yes
Madison	Clover	Cats	Unit 1	Yes
Susan	Leader	Gardening	Leader Manual	Yes

EXAMPLE

Member Name: _____

ARAPAHOE COUNTY 4-H CODE OF SHOW RING ETHICS

Arapahoe County 4-H exhibitors are expected to conduct themselves with honesty and good sportsmanship at all times. As these are public displays of not only husbandry and handling skills but also personal character and discipline, the behavior of exhibitors, as well as that of parents and leaders, is expected to reflect the highest standards of integrity and professionalism at all times.

Exhibitors who violate the guidelines below may forfeit premiums and/or awards and may be prohibited from participation in future 4-H activities.

The following is a list of guidelines for all exhibitors showing in competitive events:

1. All exhibitors must be prepared to present, upon request of show officials, proof of ownership, length of ownership and age of all animals entered. Misrepresentation of any facts requested by show officials is prohibited.
2. Exhibitors must be prepared to provide animal health certificates from a licensed veterinarian if requested in advance by show officials or if an exhibitor's animal is found to be in questionable health upon arrival at the show.
3. Exhibitors are expected to care for, groom and prepare their animals themselves while at 4-H events and shows. 4-H leaders and Arapahoe County 4-H members participating in the show may help exhibitors needing assistance, but must not do the primary work.
4. Any medications given to market animals will be administered strictly according to the label and/or by the direct instruction of a supervising licensed veterinarian. By entering an animal in an Arapahoe County 4-H show, the owner, exhibitor, parents or leaders effectively give consent for the show management to obtain any specimens of urine, saliva, blood or other substances from the animal to be used in testing. If the laboratory report on the analysis of saliva, urine, blood, or other sample indicates the presence of violative residues this will be regarded as sufficient evidence that such substance has been improperly or unlawfully administered to the animal.

Non-market animals shall not be administered drugs other than in accordance with applicable federal and state regulations label and/or by the direct instruction of a supervising veterinarian. Animals shall not be allowed to be exhibited if the drug(s) administered affect the animal's performance or appearance at the event.

At any time after an animal arrives at the show grounds no treatment involving the use of drugs and/or medications shall be administered without the prior approval of the responsible show official, designated show veterinarian, Extension Agent, or other authorized designate.

5. Any surgical procedure or injection of any foreign substance or drug or the external application of any substance (irritant, counterirritant, or similar substance) which could affect the animal's performance or alter its natural contour, conformation, or appearance, is expressly prohibited. Exceptions will be made for external applications of substances to the hoofs or horns of animals that affect appearance only and for surgical procedures performed by a duly licensed veterinarian for the sole purpose of protecting the health and well-being of the animal.
6. The use of showing and/or handling practices or devices which inflict injury or alter the animal's appearance or performance such as striking an animal to cause swelling, using electrical contrivance, letting of blood, or other similar practices are not acceptable and are prohibited.

7. The exhibitor will be held liable for an animal's condition whether or not he or she was actually instrumental in or had actual knowledge of the treatment of the animal in violation of this Code of Ethics.
8. All judges show official and staff shall be treated with courtesy, cooperation and respect and no person shall direct abusive or threatening language or conduct toward any show official. Persons failing to show proper courtesy to judges or official may be removed from the show area, and if an exhibitor, may be immediately disqualified from the show.
9. No exhibitor shall conspire to intentionally violate this Code of Ethics or knowingly cooperate with another party intending to violate this Code of Ethics, either by supportive action or by deliberate refusal to intervene.
10. By entering in an Arapahoe County 4-H event the exhibitor verifies that he or she has read the Arapahoe County 4-H Code of Show Ring Ethics and understands the consequences of actions prohibited by the code. The exhibitor furthermore gives consent to have disciplinary action taken by show officials for violations of the Code of show Ring Ethics and any other rules of competition of the show without recourse against the show, show officials, Colorado State University, CUS Extension or the 4-H Program in Arapahoe County.

EXHIBITOR STATEMENT OF AGREEMENT:

I HAVE READ AND UDERSTAND THE Arapahoe County 4-H Code of Show Ring Ethics and in consideration for entering this event I agree and consent to abide by these rules of competition. I understand that if I do not sign this form I will not be eligible to exhibit at this show.

Date: _____

Exhibitor

Date: _____

Guardian or Parent of the above member

Date: _____

Guardian or Parent of the above member

Animal Care and Housing Form for Colorado 4-H Livestock Projects

It is the responsibility of every 4-H member to ensure that proper care is taken of their animal(s) according to acceptable methods of good animal husbandry, as set forth by Colorado State University Extension and the Colorado Department of Agriculture. A healthy animal requires sufficient food, water, shelter, and appropriate health care. Cruel and inhumane training methods are prohibited in the Colorado State University Extension 4-H Program and will not be tolerated. Specific animal husbandry guidelines and humane training methods are provided in the appropriate 4-H manual. It is necessary for the local county Extension office to know the location of all 4-H livestock/horse projects.

The Colorado 4-H current project recommendation for primary care states that “4-H members will provide primary and continuous care of their project animals.” **Primary care is defined as the 4-H member making the decisions for and/or providing the care, handling, and training of their animal project a majority of the time.** Primary care exemption must be approved by the designated local representative body comprised of at least one Extension agent and other committee representatives as appointed by the Extension office. The county will determine a one-step appeal process if request is denied.

Each situation for exemption of primary care will be evaluated within the exhibitor’s county by an appropriate review body. An approval or disapproval of the situation will be communicated to the participant(s) in writing. An appeal may be submitted through established grievance channels established in each county. 4-H members and guardians acknowledge that approval of facilities and animal welfare checks may be conducted at anytime by the local county Extension agent.

Submission of this animal care document is required by all 4-H animal project participants each 4-H year. Please check the box for each species you will be enrolled in this year. Sign and return this form to your county Extension office as a commitment to the above guidelines.

- Beef Cattle Dairy Cattle Goat Horse Llama Poultry Sheep Swine
 Dog Rabbit Other _____ *Please check all that apply*

Date: _____ 4-H Club: _____

Exhibitor Name: _____

Physical Address: _____

City, State, and Zip Code: _____

Telephone/cell phone number: _____

Optional Information: Premises Registration Number with NAIS: _____

This section is for animals housed at your home

1. Will **all** of your animals be housed at your **home location**?
 Yes No

If your answer is No, please answer the following questions on page 2 and list the animal(s) not housed at your home location and submit to your Extension agent for approval. I grant the Extension agent permission to check on the 4-H member’s animals while they are housed on my property provided advance notice of such visits are given.

If your answer is Yes, please sign below.

I hereby certify that I have read the above information and will comply with the rules set forth above.

4-H Member’s Signature

Parents/Guardian’s Signature

This section for animals NOT housed at your home

2. List the particular circumstances that prevent you from having your project animals(s) housed at your primary residence.

3. Please indicate where (including address) each animal will be housed and the landlord/caretaker of the residence.

(Horse projects only: Check this box if your horse(s) is being boarded and supply the following information.)

Landlord/Caretaker Name: _____

Physical Address: _____

City, State, and Zip Code: _____

Telephone/cell phone number: _____

Optional Information: Premises Registration Number with NAIS: _____

4. How do you plan to care for the project animal(s) not located at your primary residence? What arrangements have you made for traveling to and from the non-primary residence to care for your animal(s)?

5. If you will not be providing primary care for your project animal(s) during the entire ownership period, please explain who will be providing primary care, when they will be caring for the project animal, and why you are unable to provide primary care for the project animal through the ownership period.

6. What 4-H shows do you plan to participate in? You will be under the same primary care requirements at all times. Please list the shows below:

As the landlord/caretaker of the property listed above, I acknowledge the 4-H program's intent is educational; as such I will encourage and require the 4-H member to be extensively and continuously involved in the care of their animals housed at my property. If deemed necessary by the Extension agent, I grant the Extension agent permission to check on the 4-H member's animals while they are housed on my property provided advance notice of such visits are given.

Landlord/Caretaker's Signature _____
Date

I hereby certify that the above information is truthful and accurate.

4-H Member's Signature

Parents/Guardian's Signature

4-H Leader's Signature

*Your request for Animal Care Exemption has been:

Approved

Denied

4-H Extension Agent's Signature

Date