

Arapahoe County CSU Extension 4-H Enrollment and Confirmation Packet

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ARAPAHOE COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

4-H Online Member Enrollment Deadlines

Payment & project selection not required to make these deadlines for enrollment

Membership is open to any Arapahoe County Youth, 5-18 years of age as of December 31, 2019, regardless of race, color, creed, sex, national origin or handicapping conditions. All children ages 5-7 as of December 31, 2019, must enroll in the Cloverbud project, which explores several 4-H topics and is noncompetitive. Children, ages 8-18 as of December 31, 2019, enroll in 4-H projects of their choice.

Cash or check payments are made out to the member's club or club leader. There is a small service fee for credit card payments.

December 1st

Returning 4-H & Cloverbud enrollment deadline

Returning 4-Her fee: \$50 | Returning Cloverbud fee \$40

December 2nd – January 31st

Returning 4-H & Cloverbud LATE enrollment period

\$25 late fee assessed. Enrollment for returning members will not be accepted after January 31st

Late Returning 4-Her fee: \$75 | Late Returning Cloverbud fee: \$65

January 31st

Returning 4-H Leader enrollment deadline.

Adults involved with youth activities must be enrolled in 4-H online. For each project in which a member is enrolled, there should be a designated project leader.

Returning leaders will not be accepted after January 31st. New leaders are accepted all year.

New and Returning Leader fee: \$5

April 1st

NEW 4-H & Cloverbud enrollment deadline

NEW 4-Her fee: \$50 | NEW Cloverbud fee: \$40

May 1st

Project add/drop deadline

Families are responsible for self-enrolling in 4-H Online.

Organizational Leader Responsibilities & Deadlines

Organizational club leaders are responsible for collecting and submitting the following enrollment materials to the Extension Office via mail or in-person 3 TIMES THROUGHOUT THE YEAR:

December 15th

Enrollment documents for all returning members & any new members.

February 15th

Enrollment documents for all late and returning members & any new members.

April 15th

Enrollment documents for all remaining new members.

- Code of Showing Ethics Forms
 - This is required for members doing animal projects. This can be completed online via Eventbrite OR a printed copy can be turned in.
- Animal Care and Housing Forms
 - This is required for members who DO NOT keep their 4-H animals on their property. Printed version only.
- Payments
 - Leaders collect checks and cash payments for all members. **ONE check from the club account or leader will be turned into the office. Individual checks will not be accepted.**
 - **TIP: Do not accept payment from members until they have enrolled in 4-H Online.**
 - Make checks payable to: Arapahoe County Extension
 - Leaders collect Eventbrite receipts – either via email or printed. *These do not need to be turned into the office.
- Literature Request Forms
 - This form tracks member projects and literature needs.
- 4-H Enrollment Confirmation Form
 - This is a form summarizing the enrollment materials collected for each turn-in date. This communicates to extension staff that a member is approved by the leader to be approved in 4-H Online as a member of their 4-H club.
 - **If a member does not appear on the 4-H Enrollment Confirmation form, he or she will NOT be approved in 4-H Online, regardless of all materials being turned in. It is the responsibility of the leader to also formally approve members via the 4-H Enrollment Confirmation form.**

Club Name Awesome 4-H Club

4-H Enrollment Confirmation Form

Total Check amount \$120

Leader Name Sam Smith

December 15th February 15th April 15th

Check Number 12345

| Member Name | Returning | New | 4-Her Cloverbud Adult | Code of Show Ring Ethics | Animal Care & Housing Form | Returning Late Fee? | Eventbrite Amount | Cash or check Amount |
|--|-----------|-----|-----------------------------|-------------------------------------|--|---------------------------------|----------------------|--|
| | | | | ANIMAL PROJECTS Yes/No/Online | HOUSING ANIMALS NOT AT HOME Yes/No | Deadline DEC 1 st | Paid by credit card | \$50 4-Her / \$75 LATE \$40 Cloverbud / \$65 LATE \$5 Leader |
| Joey Walter | | X | Cloverbud | NA | NA | | | \$ 40.00 |
| Anna Walter | X | | 4-H | Yes | Yes | X | | \$ 75.00 |
| Samantha Walter | | X | Adult | NA | NA | | | \$ 5.00 |
| Jon Hopkins | | X | 4-H | Online | No | | \$ 50.00 | |
| Jensen Hopkins | | X | 4-H | Online | No | | \$ 50.00 | |
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| EXAMPLE | | | | | | | | |
| TOTALS (credit card total and cash/check total) | | | | | | | | |
| | | | | | | | \$ 100.00 | \$ 120.00 |

Club Name _____

4-H Enrollment Confirmation Form

Total Check amount _____

Leader Name _____

December 15th

February 15th

April 15th

Check Number _____

| Member Name | Returning | New | 4-Her Cloverbud Adult | Code of Show Ring Ethics | Animal Care & Housing Form | Returning Late Fee? | Eventbrite Amount | Cash or check Amount |
|--|-----------|-----|-----------------------------|-------------------------------------|--|---------------------------------|----------------------|--|
| | | | | ANIMAL PROJECTS Yes/No/Online | HOUSING ANIMALS NOT AT HOME Yes/No | Deadline DEC 1 st | Paid by credit card | \$50 4-Her / \$75 LATE \$40 Cloverbud / \$65 LATE \$5 Leader |
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| TOTALS (credit card total and cash/check 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: Clover Connections | Organizational Leader Name: Susan Leader |
|--|---|

| 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 |
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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