

Franklin County 4-H 2021 To-Do List

Deadline: Monday, April 1, 2021

(For 4-H Club Advisors)



- ✿ **All members – current and new – enroll online at <https://oh.4honline.com>**
 - ✓ See the step by step instructions in the *Online Enrollment Guide*.
 - ✓ It is strongly recommended that the Ohio 4-H Code of Conduct is reviewed each year with club members during a club meeting. Note: This year the families will electronically sign the code of conduct through online enrollment so no paper forms need to be collected.

- ✿ **Health History Forms (pink) should be completed for each member and collected. Please take these forms to all club events, especially if youth will not be accompanied by their parents.**
 - ✓ Forms have been provided based on the number of members enrolled last year; additional copies can be downloaded at <https://franklin.osu.edu/program-areas/4-h-youth-development/club-advisor-resources>
 - ✓ Note: Do not send these forms to the Extension Office. Advisors should keep in a secure location.

- ✿ **Club Charter Checklist should be completed each year and turned in by April 1st.**
 - ✓ Make sure all requirements are met by Ohio 4-H standards.

- ✿ **Completed Franklin County 4-H Activity Fee and Form Checklist must be turned in by April 1st.**
 - ✓ List the name of each Cloverbud or Project Member and check when the fee is paid.
 - \$20.00 for each youth (Youth should only pay the fee once if they are in multiple clubs.)
 - Fee waivers are considered on an individual basis. Contact your county 4-H professional if a family in your club is facing a financial hardship.
 - ✓ Please submit only ONE CHECK PER CLUB made payable to: *OSU Extension, Franklin County*
 - ✓ Only the Activity Fees (as listed on the Activity Fee and Form Checklist) should be included in this check. Please write a separate check for project books.

- ✿ **Completed horse forms and dog permission to participate forms turned in by April 1st.**
 - ✓ Make sure all requirements are met by Ohio 4-H standards.

- ✿ **4-H Membership Across County Line Forms must be turned in for any member who wishes to join Franklin County 4-H but resides in another county.**
 - ✓ This form must be turned in to the Franklin County Extension Office. Download it here:
 - ✓ <https://franklin.osu.edu/program-areas/4-h-youth-development/join-4-h>
 - ✓ A joint decision regarding membership across county lines will be made by the Franklin County 4-H Educator in conjunction with the Educator in the county of residence.

- ✿ **4-H Publications Order Forms should be submitted to the Franklin County Extension Office when placing a book order.**
 - ✓ When submitting an order, please allow five business days to process your order. The Extension Office will notify you when your order is ready to be picked up.
 - ✓ If you need an order filled the same day, advisors are welcome and ENCOURAGED to fill their own orders at the Extension Office and pay before leaving.
 - ✓ Most project books are \$6.00. Any other pricing will be noted on the order form.
 - ✓ All payments must be received before or at the time of pick up.
 - ✓ Please make checks payable to *OSU Extension, Franklin County*
 - ✓ **Any payment not paid with a 4-H club check are subject to sales tax. This includes cash and credit card payments.**
 - ✓ Books can be purchased at any time. There is no deadline.
 - For inventory reasons, **DO NOT TAKE BOOKS OUT OF THE EXTENSION OFFICE WITHOUT PAYING FOR THEM.**



IMPORTANT

DON'T FORGET! Cloverbuds must be at least 5 years old **and** in Kindergarten as of Jan. 1, 2021. Project members must be at least 8 years old **and** in third grade as of Jan. 1, 2021. There are NO EXCEPTIONS.

Other Resources, Policies, and Deadlines

✿ **REQUIRED Club Constitutions for new clubs must be turned in by April 1, 2021, if you did not do this in a previous year.**

- ✓ Nothing but the club name should be changed.
- ✓ The constitution should be adopted via a membership vote.
 - ✓ A template for by-laws can be downloaded at <https://ohio4h.org/volunteers/volunteers/club-leaders/ohio-4-h-volunteer-handbook> if your club has additional requirements that are not in the required constitution. These should be turned in to the Extension office also.

✿ **Project Central**

- ✓ Project Central is an easy way for 4-H members and project helpers to preview Ohio 4-H project books and resources. Take a closer look at a book, find out what others have to say, and share your experiences. Visit <http://projectcentral.ohio4h.org/> for more information.

✿ **The Project Book Lending Library is available to borrow when selecting projects for the year.**

- ✓ Contact Rachel Stoneburner at stoneburner.31@osu.edu or (614) 292-9777 to reserve it in advance. Please specify if you want the library that includes livestock projects when making your request. Rachel will reply back to you to confirm your reservation.
- ✓ Clubs may reserve the library for up to one week. Please keep it tidy for other clubs to use.

✿ **The Yearly 4-H Club Financial Summary must be completed and turned in every year.**

- ✓ Financial Summaries are due **January 31, 2021**. This is a requirement of Ohio 4-H. It is **NOT** an option.
- ✓ The Financial Summary can be completed online: <http://www.ohio4h.org/financialsummary>
- ✓ A hard copy can be submitted to the Extension Office **but it is highly recommended that you complete an online form (above)**. The online form utilizes a secure process through Ohio 4-H.
- ✓ Any club that does not turn in the Financial Summary WILL NOT be enrolled in 2021.

✿ **Club Officer Resources**

- ✓ Books, videos and other resources for club officers can be found here: <http://www.ohio4h.org/families/members/officer-resources>

✿ **Club Meeting Resources**

- ✓ *Making the Best Clubs Better* - Advisors can use this collection of ready-to-use lessons, handouts, and resources to help strengthen their club, develop members' communication and leadership skills, and, in general, make the best better. <http://adams.osu.edu/program-areas/4-h-youth-development/making-best-4-h-clubs-better-version-20>
- ✓ *Ohio 4-H Policy and Resource Information* - This link goes takes you to the State 4-H website page that includes policies and financial information. The Ohio 4-H Volunteer Handbook is available as a pdf download. <http://ohio4h.org/volunteers/volunteers/club-leaders>

✿ **Cloverbud Advisor Resources**

- ✓ This Ohio 4-H website provides resources for advisors working with Cloverbuds. <http://www.ohio4h.org/volunteers/cloverbud-leaders>

