

*belonging, mastery, independence, generosity*



## Wyoming 4-H Philosophy

# Enrollment



The purpose of enrollment is to manage youth data by obtaining contact information and parent/legal guardian signatures as required by the University of Wyoming risk management department. All youth involved in a chartered 4-H club must be enrolled. Enrollment in the 4-H program also ensures a youth has an accident insurance policy that covers him/her at all officially sanctioned 4-H events. Clubs can take on a variety of forms - i.e. project, community, after-school, special-interest, clover bud, etc.

### **There are several stages in which enrollment takes place:**

- New member – A youth who has not previously been in the 4-H program. Use the enrollment form from 4-HPlus! to gather enrollment information and a parent/legal guardian signature.
- Re-enrollment – A youth continuing in the 4-H program. The 4-HPlus! software program compiles re-enrollment forms that are distributed to members wishing to re-enroll in the program. The member is re-enrolled upon receipt of the form with a parent/legal guardian signature.
- Volunteer – An adult interested in teaching youth in the 4-H program is required to complete an enrollment form, pass a Department of Family Services/Division of Criminal Investigation screening process, and complete leader training. This also qualifies them for liability insurance from the University of Wyoming while volunteering.

The 4-H year begins October 1 and ends September 30. Youth are eligible for enrollment at any time during these dates; however, to participate in some 4-H opportunities (clubs, contests, fairs, camps, etc.) a youth is required to enroll by a respective date.

- Hypothetical example (dates have been invented): Suzy enrolled July 2nd. She precludes herself from participating in the state shoot and other contests because the registration deadline has passed. She can still participate in sportfishing camp (registration deadline July 7), county 4-H camp (registration deadline July 16), county fair (entry deadline July 27) and state fair in project areas that were exhibited at county fair. She is also eligible to compete in future state 4-H events such as fashion revue, vegetable judging and presentations.

- Hypothetical example: Billy enrolled in the 4-H program November 1. He decides he would like to own and raise a steer with the end goal of participating in the National Western Stock Show, Rodeo and Horse Show (NWSS). The ownership deadline for NWSS is July 1. He purchases the steer May 18 and enrolls in the Wyoming 4-H beef project. Billy is not obligated to meet any other county fair possession, tagging, or entry deadlines.

When working with the club delivery method, youth must be enrolled in 4-H Plus!. Enrollment information for the software program can be obtained from the form completed by the youth. Upon receipt, support staff will input the information into 4-H Plus!. This program serves many purposes for the 4-H program:

- Manages overall enrollment data including projects, clubs, participation, awards, achievements, contact information, etc.
- Can be used as a primary communication tool for newsletters, e-mails, postcards, etc.
- Generates federal reports (ES-237) which demonstrate the involvement of a youth in your community
- Gives the ability to pull any statistical or program-related data for targeted programming efforts