



# Fremont County Extension 4-H Clover

SEPTEMBER/OCTOBER 2023

Thank you so much to all who donated and participated in the Basket Silent Auction held during County Fair. We appreciate the clubs that donated baskets, as well as those who placed bids. It would not have been such a great success without all your help.



## COUNTY & STATE FAIR EXHIBITS

We have several exhibits from both County and State Fair that need to be picked up. Please come to the Lander or Riverton Extension Office as soon as possible. Exhibits of Lander members are now at the Lander office.

The 2023-2024 4-H year will start on October 1st! That means it is time to enroll or re-enroll if you are a 4-H member or volunteer leader after the 1st! Instructions on how to enroll are on pages 7-9. You must be enrolled with **ACTIVE** status on ZSuite in order to participate in 4-H activities. You are not covered under 4-H insurance until you enroll in ZSuite and pay your enrollment fees.

## RESOURCES

Website: [wyoextension.org/fremontcounty](http://wyoextension.org/fremontcounty)

Enrollment: [4h.zsuite.org](http://4h.zsuite.org)

Facebook: Fremont County 4-H

## CONTACT

[jmatosky@uwyo.edu](mailto:jmatosky@uwyo.edu)

Lander: 332-2363

Riverton: 857-3654

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## Thank You!

The Fair season has come and gone. We hope it was a positive experience for everyone, whether it was new skills, friendship, or satisfaction from hard work that was gained.

The success of the Fremont County Fair would not be possible without the contributions of our youth exhibitors, our volunteers, and our judges; each person plays a meaningful role. It was your involvement as members, parents, and leaders that generated the fair's tremendous success. Thank You!

*Thank  
you*



# DATES TO REMEMBER

**Fair Board Meeting - Sept. 14th - Riverton**

**4-H Council Meeting - Sept. 20th - Riverton**

**New 4-H Year starts - Oct. 1st**

**National 4-H Week - Oct. 1st - 7th**

**Fair Board Meeting - Oct. 12th - Riverton**

**Record Books & Club Books Due - Sep. 29th**

**Shooting Sports Committee - Nov. - TBA**

**Achievement Night - stay tuned for a date;  
watch your email and Facebook for details!**





**NATIONAL**  
**4-H WEEK**

***October 1-7, 2023***

***THIS YEAR'S THEME IS:***



***WEDNESDAY, 10/4***

***WEAR IT WEDNESDAY***

**Celebrate by wearing your 4-H shirt or  
green on Wednesday!**

***WATCH OUR FACEBOOK PAGE FOR MORE WAYS  
TO CELEBRATE AT THE STATE LEVEL!***





# Record Books

due Friday, September 29

Physical copies are **required** to be turned into the  
Lander or Riverton Extension Office

Access the online version by going to the Record  
Books tab on ZSuite ([4h.zsuite.org](https://4h.zsuite.org))  
OR use the written copies emailed out

Fill out one "My 4-H Involvement" report and a  
"Project Report" for every project you participated in

## **Wyoming 4-H has launched its online 4-H Record Book through ZSuite!**

4-H families can create an account and track all their kids' 4-H record books online, real-time, and saved. Similar content is still there as in previous portfolios, but you'll be able to easily add, track, delete, copy, paste, and, even PRINT them out whenever you want without losing data, saving files to your computer or worrying about where they are in the future. **Go get started at - <https://4h.zsuite.org/>**

We have a great resource that will walk you through setting up a profile, adding members, and creating a record book. If you would like a copy emailed to you please let us know!

**RECORD BOOKS DUE:**

**September 29th**

**hard copy dropped off at either Extension Office**

**CLUB SECRETARY, TREASURER, &**

**HISTORIAN BOOKS DUE:**

**September 29th**

# Enrollment

2023-24

Enrollment Fees

\$10/member

Enrollment for the 2023-2024 4-H year will be open on October 1, 2023.

ZSuite -

<https://4h.zsuite.org/>



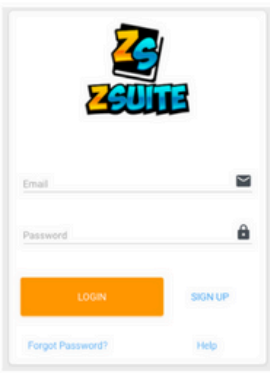
Please enroll as soon as you can on ZSuite. Also be sure to include every project that you think you may participate in. We pull email lists from this program based off of projects, so if you aren't in the project, you may not get the emails you need!

You must be enrolled with **ACTIVE** status on ZSuite in order to participate in 4-H activities. You are not covered under 4-H insurance until you have **ACTIVE** status. Enrollment fees are due at the time of enrollment.

*2023-2024 Enrollment Fees*

*\$10/member*

*Volunteers are free*



# ZSuite 4-H Enrollment



## New Family Profile

If you've never signed in to ZSuite before, follow these steps:

1. Go to <https://4h.zsuite.org/>
2. As a Family creating a new Profile, select **SIGN UP**
  - a. Fill in all of the fields, select **LET'S GO!**

## Adding 4-H Members

You are now on the **Dashboard** tab

1. Select **+ Household Member**
2. Fill out 4-H Member's info, select **Continue**
3. Fill out PERSONAL INFO, select **Next**
4. Fill out all six drop down WAIVERS, then select **Next**
5. Dropdown to your CLUB, select **Add Club**  
select **Add Project**

*If you are interested in Junior Leaders*

*Horse Judging Team*

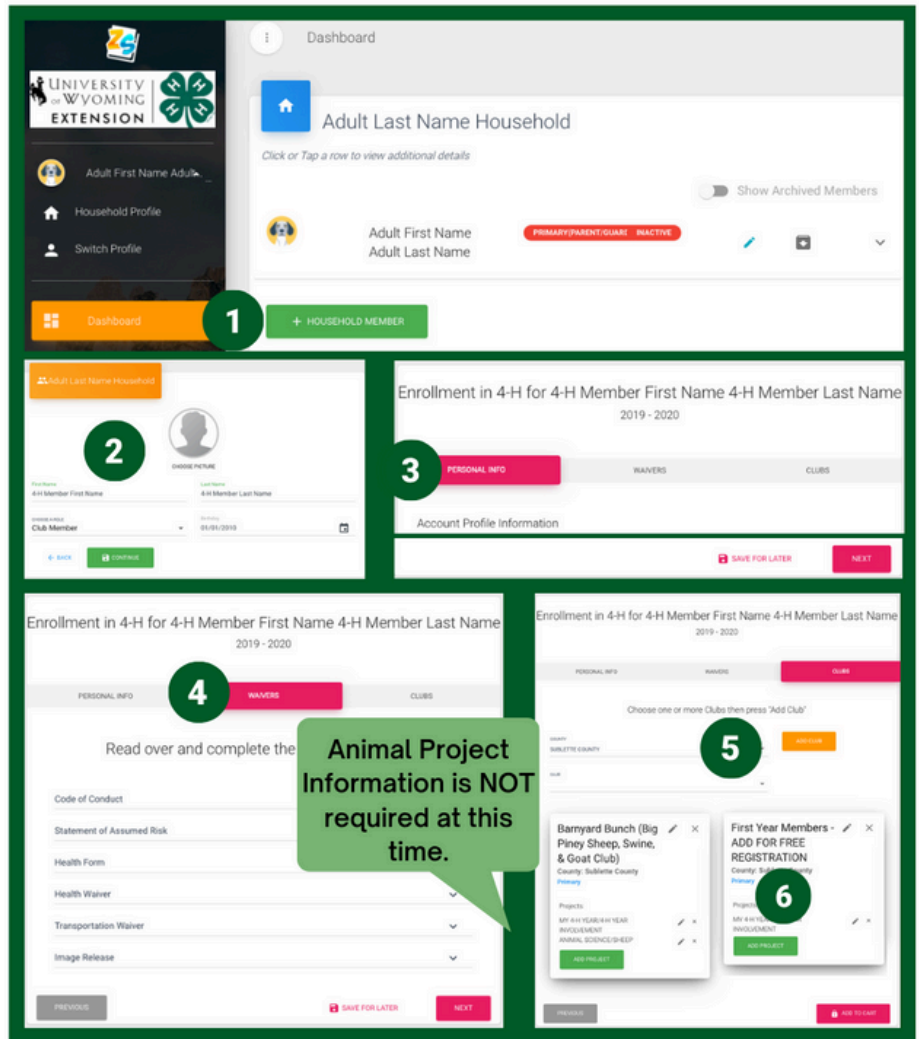
*Livestock Judging Team*

*Meats Judging Team*

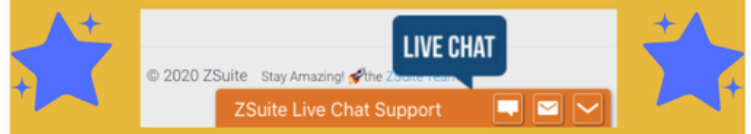
*make sure to add them as a Club.*

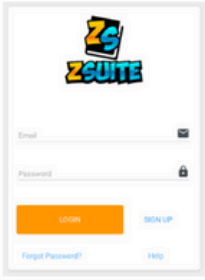
6. Select **Add to Cart** and then you can either **+Add Enrollment** or **Submit**. Must be submitted to be complete.

**Once submitted, your Enrollment will change from Pending Approval to Active when the Extension Office receives payment!**



**If you need assistance, don't hesitate to select the ZSuite LIVE CHAT!**





# ZSuite 4-H Enrollment



## Existing Family Profile

Enrollment must be done **ANNUALLY** to stay *active* in 4-H!

Go to <https://4h.zsuite.org/>

1. Use the same email & password you used to sign up, select **LOGIN**
2. Choose the **PRIMARY ACCOUNT** to enroll 4-H Members
3. You will see a list of the household members & their current enrollment status.
  - a. **Red = INACTIVE 4-H Member**
  - b. **Green = ACTIVE 4-H Member**
4. Select the 4-H Member's Name you wish to update, select **ENROLL MEMBER NOW**
5. **IF YOU DO NOT SEE A NAME LISTED**, You will need to ADD A HOUSEHOLD MEMBER

Animal Project Information is NOT required at this time.

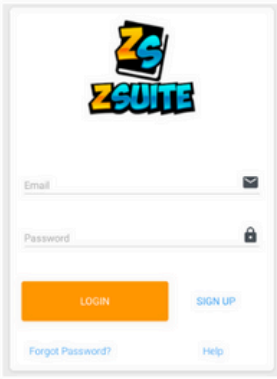
6. Fill out 4-H Member's info, select **Continue**  
Fill out PERSONAL INFO, select **Next**  
Fill out all six drop down WAIVERS, then select **Next**  
Dropdown to your CLUB, select **Add Club**
  - a. Select **Add Project**

*If you are interested in: Junior Leaders, Horse Judging Team, Livestock Judging Team or Meats Judging Team make sure to add them as a Club.*
7. Select **Add to Cart** and then you can either **+Add Enrollment** or **Submit**. Must be submitted to be complete.

**Once submitted, your Enrollment will change from Pending Approval to Active when the Extension Office receives payment!**

If you need assistance, don't hesitate to select the ZSuite LIVE CHAT!





# ZSuite 4-H Enrollment



## New Leader Profile

Enrollment must be done **ANNUALLY** to be an **Active** 4-H Leader!

1. Go to <https://4h.zsuite.org/>
2. To create a new Profile, select **SIGN UP**
  - a. Fill in all of the fields, select **LET'S GO!**

If you've signed in before,



Select **PRIMARY ACCOUNT**

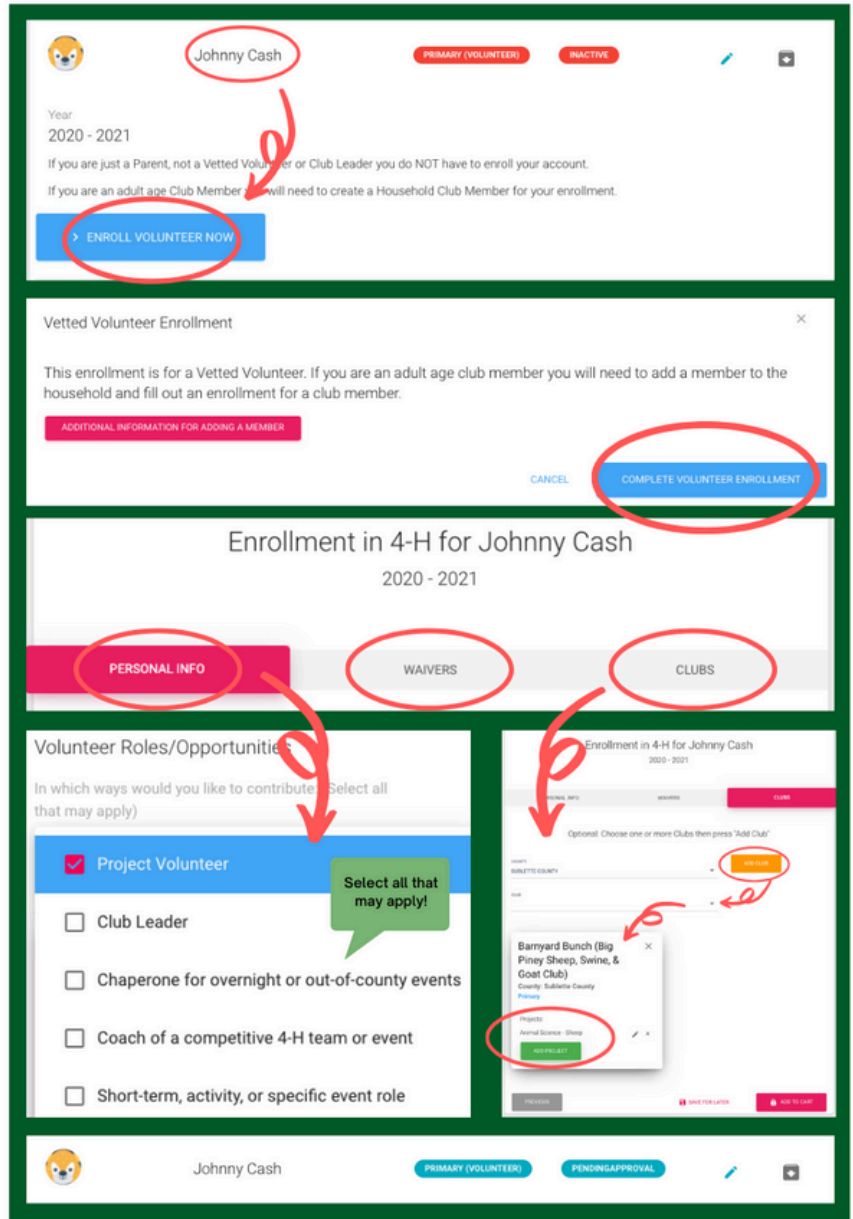
## Volunteer Enrollment

You are now on the **Dashboard** tab

- 1 Select the Volunteer's Name
- 2 More content will drop down, select **Enroll Volunteer Now**
- 3 Select **Complete Volunteer Enrollment**
- 4 Fill out all the of the **Personal Info**
  - a. When filling out *Volunteer Roles/Opportunities*, select all that may apply.
- 5 Complete all Waivers
- 6 Dropdown to your CLUB, select **Add Club**
  - a. Select **Add Project** if needed
- 7 Select **Add to Cart** and **Continue**

**Once submitted, your Enrollment will change from Pending Approval to Active when you have completed:**

- **Background Screening**
  - Look for the State 4-H Office email
- **New Volunteer Orientation**
  - Visit <https://extension.catalog.instructure.com/> to create a login, then go to <https://uwyo3.instructure.com/login/canvas> to complete the course.
- **MVR (Motor Vehicle Records)** - only needed if you plan to transport 4-H members
  - Visit [https://www.uwyo.edu/4-h/volunteers/\\_files/mvr-instructions-2017\\_2018.pdf](https://www.uwyo.edu/4-h/volunteers/_files/mvr-instructions-2017_2018.pdf) to complete
    - "Supervisor/Sponsor" - Johnathan Despain - [jdespain@uwyo.edu](mailto:jdespain@uwyo.edu)
    - "Additional Email Addresses to Notify" - [karen.allison@uwyo.edu](mailto:karen.allison@uwyo.edu)
- **Chaperone Training** - only needed if staying overnight with 4-H members
- **Shooting Sports Leader Certification** - only needed for shooting sports



If you need assistance, don't hesitate to select the ZSuite LIVE CHAT!

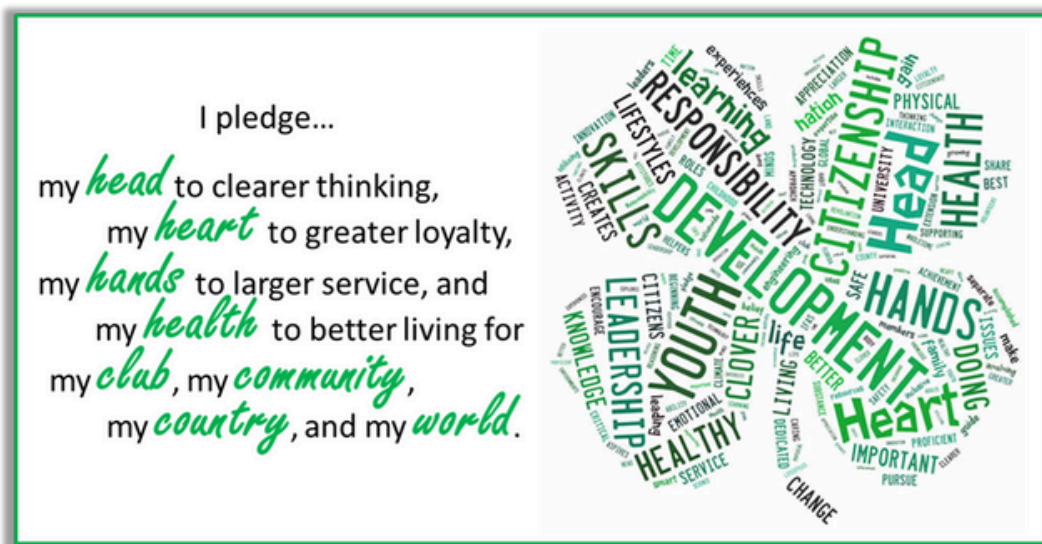
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# Club Information

## CLUB RESPONSIBILITIES

There are some items that the Extension Office needs from each club as the new 4-H year comes to a close. Without a copy of each of the following items on file in the office, your club can be considered defunct. Please get these to us as soon as possible. We can email you copies of this paperwork.

- End of Year Club Charter Report
- Annual Secretary's Report
- Annual Treasurer's Report



"Through your emphasis on head, heart, hands and health you are making a valuable contribution to our country's welfare and progress."

-President John F. Kennedy

# Fremont County 4-H

Lander:

450 N. 2nd St, Suite 315  
Lander, WY 82520

Riverton:

818 S. Federal Blvd, Suite 300  
Riverton, WY 82501

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