POC 4-H Enrollment Fee Procedures

• Parent enrolls youth and indicates they wish to pay with check. • Office monitors enrollment and receives check from parent within 10 days...enrollment is complete. • Or office monitors enrollment and does not receive check within 10 Office contacts club leader and leader recommends a scholarship for enrollee. Leader will then contact LC Treasurer and Treasurer will send the enrollment fee to the Extension Office on behalf of enrollee within 10 days. Enrollment is complete. (Office will return enrollment to family if payment from Treasurer is not received within 10 days.) Or office contacts club leader regarding unpaid enrollment and leader does not know enrollee. Leader then contacts family of enrollee to determine status. Leader approves scholarship of enrollee and contacts LC Treasurer to pay scholarship. Enrollment is complete. • **Or** leader does not approve scholarship and informs office to return enrollment application to family. Enrollment will not be complete until family pays. It is past the December 31, 2017 deadline. Office will monitor enrollments and return all enrollments to families after 10 days if they remain unpaid.



