

## **Clallam County 4-H Enrollment Procedure (for Club Leaders)**

**Each 4-H year (October 1<sup>st</sup>-September 30<sup>th</sup>) all new and returning 4-H club members and volunteers must submit their enrollments in [4-H Online](#).** See instructions on the Clallam County Extension website. Families may contact the 4-H office for technical assistance.

**4-H youth membership fees are \$50/youth member (\$25 State Fee + \$25 County Fee).** There is no fee for adult enrolled volunteers. American Income Life Insurance coverage is included in active 4-H membership. See [Instructions and Payment Form Here](#). Payment options include:

- Pay the membership fees in full: \$50/youth. Pay by Credit Card in 4-H Online or pay by check to the Extension office.
- Council County Fee Support: For this year, funds are available through our County Council to support County fees (\$25) for all members. If you choose to participate in this support, please select "County/Club 4-H Check" and pay the state fees only (\$25/youth) via check to the Extension office.
- Family Maximum: For families with more than 3 youth members, the total maximum fee/family (State and County) is \$150. To apply this limit, please select "County/Club 4-H Check" in 4-H Online and submit payment for State and County fees to the Extension office.
- Financial Assistance: There is a scholarship fund through our County Council to support families needing assistance with both the State and County Fees. Select, "County/Club 4-H Check" as your payment option in 4-H Online. Please pay what you are able to the Extension office. No child will be denied access.

*Mail or deliver forms and payments to the WSU Extension office: Clallam County 4-H, 223 E. 4<sup>th</sup> Street, STE 15, Port Angeles, WA 98362. Checks payable to "Clallam County 4-H."*

**Club Leaders (enrollment managers) must confirm club members** by logging into their club account (Club manager password: Clallam4h!) and confirming enrollments in 4-H online. **Confirmed members will be activated in 4-H online.** Members may also be confirmed by submitting a list of active members to the 4-H office. Enrollments for new and re-enrolling members must be submitted by December 1<sup>st</sup> each year to determine Insurance policy numbers. Clubs may continue to accept new members throughout the year.

**Deadline to join a club and drop/add projects for fair contest participation is June 1<sup>st</sup>.** Projects may have earlier possession and participation deadlines. Active members and can drop or add projects until June 1<sup>st</sup> for fair participation. Members joining after June 1<sup>st</sup> will have limited participation at fair.

Leaders must check club enrollment lists regularly in 4-H Online. Log into your club to ensure your members have submitted their enrollments. Members and volunteers must have current active enrollments to ensure insurance and liability coverage.