October 1, 2016

TO: 4-H Members, Leaders and Volunteers

FROM: Dorothy Slegle  Melissa Watkins
4-H Community Educator  4-H Community Educator

RE: 4-H Enrollment Paperwork 2016-17

Enrollment paperwork is a critical part of the 4-H program. It not only allows the 4-H office to keep accurate records of youth involved in the programs we offer, but it also provides liability coverage; any youth participating in a 4-H event, meeting, etc. must be enrolled or they are not covered. **Enrollment in 4-H is not optional; it is required for participation.** **Youth must (re)enroll within 30 days of attending your first 4-H meeting, activity or event.**

In this year’s 4-H Enrollment information packet you will find:

- Enrollment Forms
- Medical/Photo Release Form
- Project List (Indicate the number of years you have been involved with each project)
- Code of Conduct Form
- Acknowledgement of Risk Form

Youth and volunteers may choose to enroll as they did last year, join a different club, add an additional club, form a new club or become an independent member. Those enrolled in more than one club should let us know your interest in continuing with each club. Enrollment will not be accepted if any of the above forms listed are missing or incomplete.

We ask ALL youth members to pay an annual nominal fee to help us cover the costs of programming, events and more. Rates for the 2016-2017 club year are:

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<thead>
<tr>
<th></th>
<th>Cayuga County Resident</th>
<th>Non-Cayuga County Resident</th>
</tr>
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<tbody>
<tr>
<td>Cloverbuds (age 5 - age 7 as of January 1, 2017)</td>
<td>$15</td>
<td>$20</td>
</tr>
<tr>
<td>4-H Members (age 8 through age 18 as of January 1, 2017)</td>
<td>$25</td>
<td>$30</td>
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<tr>
<td>Family Rate (three or more members residing at same address)</td>
<td>$50</td>
<td>$60</td>
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**Re-Enrollment (paperwork and any fees) are Due December 1, 2016** Re-enrollments received between December 2 - January 5 will be accepted with an additional fee of $5 per youth. The additional $5/youth fee is not covered under the enrollment scholarship form or the family rate. **If you were a 4-H member during the 2015-16 year, you must (re)enroll by January 5th in order to be eligible for 2017 Fair activities.**

Please note that youth participating in Cayuga County 4-H are required to participate in fundraising efforts to offset the costs of programming. This can include a family opt-out donation, and/or participation in one of the Cayuga County 4-H Fundraisers. A minimum opt-out donation of $25.00/youth enrolled is payable by April 1, 2017. **If you would prefer to fundraise instead of an opt-out donation, please note that each enrolled youth should fundraise at least $50 to cover the costs associated with fundraising. Keep in mind that Remember the Big 6 donations do not count toward 4-H fundraising.** For 2017, there will be other specific events to raise funds for 4H-Youth Fair participation, final guidance will come from the Cornell Cooperative Extension of Cayuga County Board of Directors.

Please make checks payable to “CCE of Cayuga County” and mail to our Auburn address, Attn: Peggy Lillie, Office Manager. Include in memo line on check “4-H enroll.” Please indicate if you require a receipt of your payment. Payment and forms may be dropped off in person between 8 a.m.-4:00 p.m. Monday thru Friday, mailed via US Postal Service or through other arrangements. Scholarship applications are available for those with financial need. Contact the Cayuga County 4-H office for an application. **Scholarship applications must be turned in with all enrollment forms.**

If you have any questions, please contact our office at (315) 255-1183. Thank you!

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