

October 24, 2007

Dear 4-H Organizational Leaders:

***Enclosed is your club re-enrollment packet. It contains the following information***

1. **A master printout of your club's membership listing members and leaders.**
2. **Re-enrollment Check-off Sheet. (This should be completed and returned to Extension Office.)**  
Organizational Leaders may use these forms as a check-off sheet when collecting the re-enrollment forms from members and leaders.
3. **4-H Club Plans for 2008 year and Club Officers, Leaders & Goal Sheet** (purple form).  
(1 copy for club and 1 copy to return to the Extension Office)
4. **Individual re-enrollment forms** are to be reviewed and signed by each member (yellow form) and leaders (peach form).
  - Please be sure to **verify** all information, such as social security number, address, phone numbers, email addresses and parent information.
  - All MCE trained volunteers helping with a club are asked to complete/update the re-enrollment form. (This is important to give the volunteers liability coverage).
4. **Maryland 4-H Behavioral Expectations and MD 4-H Disciplinary Policy & Procedures.** Must be read and signed by each 4-H member and their Parent/Guardian. (white form)
5. **Project Listing - 4-H Project Selection Guide (1 per family)**  
Please discard any old project lists you have. Most current guide is peach color. Also, make sure to note on the enrollment form whether a manual is needed.
6. **Livestock Contracts** (salmon form) - only filled out by 4-Hers who are taking market animal projects.

**Please complete the enrollment information and return it to the Extension Office by January 31, 2008. Make sure that all forms are correct and all signatures are on the forms.**

***Members not re-enrolling are to be indicated on the master list and the individual's re-enrollment form returned to the Extension Office.***

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**How to update member re-enrollment forms: (Please try to make corrections in red or a different color ink)**

- Name – check spelling
- Address – check for accuracy
- I.D. or Social Security Number - verify. Note: If there is a number that starts with 006 – this is a generic number for our County that we put in to the computer because we do not have your correct SS#. Please correct.
- Phone Number – if a change, please indicate. Please update email address also if applicable.
- Birth Date: Please verify.
- Gender – (M) Male or (F) Female.
- Race – Please make sure this is correct. Choices are: (A – Asian/Pacific Islander); (B – Black, not Hispanic origin); (H – Hispanic); (N – Native American/Alaskan Native); or (W – White, not Hispanic origin).
- Residence – please update. Choices are: (A) on a farm; (B) rural area/town of 10,000 or less
- Teen Leader – please check if you are a junior leader
- Years in 4-H: The year on form is as of 2007 (for both members & leaders) - please update/verify for the 2007 year.
- Club Number – Club Name – Please verify that we have the correct club/clubs listed.
- Project Section – Have member check the project sheet listing and write down the numbers and project name for the projects they want to carry for the 2008 year and indicate if they required a new manual. Cross off if not taking for 2008. (See notes on front of this sheet under 4-H Project Selection Guide). Members may select another project or change projects at any time up until June 2008.

**MCE volunteer re-enrollment forms: Are the same as members, except:**

- Indicate if 4-H member is in your household (Write down the names of the 4-Hers) – this helps us to send only one newsletter to each family.
- Fill in additional work, phone, fax, or E-mail numbers. (Our office is going to try and correspond more via email and it is important that we have the correct information).
- Statistics – please update for each area that is applicable.
- Projects – please indicate which project area you help with as a leader or volunteer. All leaders are now required to sign up for a project number. We have entered one for you. If you would like to change it, please mark on sheet.
- If MCE volunteer certification has expired, a Volunteer Appointment Agreement will need to be completed by the volunteer. A list of MCE volunteers who have expired is enclosed. They will be placed on the mailing list until this agreement form is received.

Sincerely,

*Ann C. Sherrard*

Ann C. Sherrard  
Extension Educator  
4-H Youth Development