

DATE: January 8, 2015
TO: Van Buren County 4-H Members and Volunteers
FROM: Janice Zerbe, Extension Educator
RE: 4-H Online

It is finally time to enroll in 4-H for the 2014-2015 year, which began September 1, 2014 and ends August 31, 2015. We are now ready to launch the new enrollment system, 4HOnline, on Monday, January 12.

I am enclosing step by step instructions on how to enroll. The first thing that must be created is a family profile. Once the family profile is created everyone in that family will enroll under that profile. A family must use a valid email address to create a profile. If a parent/guardian in the family does not have an email, you cannot enroll online. Without an email you will need to complete a paper enrollment form. I will then enter the paper enrollment form.

Youth and volunteers must be linked to a club; you can join more than one club. They must also have at least one project listed before the system will accept the enrollment. Think broad when entering projects. There is not a project listed for arts and crafts; this would go under expressive arts. All members are encouraged to enroll in community service since each club is required to complete at least one community service project. Youth ages 5-8 should enroll in the project Introductory to 4-H.

The goal with enrolling online is that we will hopefully receive more accurate information. You will need to know the number of years in 4-H as well as in a project. I will provide a sheet to each club that has this information. A downfall is that we cannot pay participation fees online. As in the past all participation fees will need to be paid through your club. I will not approve any 4-H member until I have received the participation fee money from the clubs. (Yes, I have to approve each member and volunteer.)

In the past Van Buren County 4-H Leaders' Association stated 4-H members and volunteers had to be enrolled by January 1 to qualify for scholarships through the Van Buren County 4-H Leaders' Association. With the delays this year, the deadline has been extended until Monday, March 9.

If you run into an issue when you are trying to enroll please do not hesitate to contact me, 269-657-8213 or rajzerj@anr.msu.edu



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