



Enrollment Guidelines for Members and Volunteer Leaders



Please refer to the Montana 4-H Clover for all information about 4-H projects. Project information is also available at <http://www.montana4h.org/#projects>.

All Members & All Volunteer Leaders

- Enrolling members and re-enrolling volunteer leaders are encouraged to enroll in the Sanders County 4-H program through <https://mt.4honline.com/>. In the online enrollment process you will have the opportunity to complete all required forms except:
 - 4-H Horse Helmet Policy & Acknowledgement of Education form – (required for all horse project members during their first year as a junior and first year as a senior)
 - 4-H Volunteer Application(*set of 5 pages*) – (required for all new volunteer leaders and volunteer leaders who missed enrolling for one or more years)
- If not able to enroll online, obtain the appropriate enrollment packet (New Member Enrollment, Member Re-enrollment, New Adults Enrollment, or Re-Enrolling Adults) from your club organizational leader.
- Enrollment paperwork and enrollment dues are due to your organizational leader by October 30th.**
- Dues are \$11.00 per member, \$10.00 per volunteer leader and \$5.00 per Cloverbud (**There are additional fees for members enrolling in horse and/or shooting sports projects. Please see information below**).
- All enrollment dues are due to your organizational leader unless you choose to pay online through PayPal. **If you pay through PayPal please tell your organizational leader you paid online** so she isn't waiting for you to pay her. You may access PayPal at this link. <https://sanderscountyextension.wufoo.com/forms/dues/> There is \$1 convenience fee per transaction for this method of payment.
- NEW for 2015 -16 Project Manual Ordering:** This year when enrolling online and entering the project(s) the member is enrolling in, the program provides a list of the manual(s) that are associated with that project. If the member does not have that project manual be sure to select that project manual, which indicates that manual needs to be ordered. After enrollments are submitted, the Extension Office will order those manuals for each member. **The 4-H member is responsible for the price of the manuals and selecting the manual(s) he/she needs.** It's important all 4-H members use the project manual(s) as their project guide for each project they are enrolled in. Refer to the ***Clover, Montana 4-H Project Selection Guide*** you received from your organizational leader to know what project manuals will be needed for each project.
 - **Members who do not enroll online** must give their organizational leader a list of project manuals needed for the projects they are enrolled in. Organizational leaders will submit that list to the Extension Office to be ordered.

Returning Volunteer Leaders

- Returning volunteer leaders are required each year to complete the 4-H Volunteer Agreement and Volunteer Personal Background forms.** If you do not enroll through 4honline forms are available from your club organizational leader, the Extension Office or online at <http://www.montana4h.org/#resource:Forms>. Submit completed forms to your club organizational leader by October 30th.

New Volunteer Leaders (Not enrolled in 2014-2015)

- In addition to a **hard copy of the Volunteer Leader enrollment form** new volunteers must complete and submit a set of **4-H Volunteer Applicant forms**(5 pages). Forms are available from your club organizational leader, the Extension Office or at <http://www.montana4h.org/#resource:Forms> (bottom of page). The Volunteer Certification process includes a background check (one-time \$12.00 fee), as required by Montana 4-H. (Please submit fee with the form to the Extension Office or to the club organizational leader.)

All Members

- **When enrolling in a project or advancing levels in a project refer to the *Clover, Montana 4-H Project Selection Guide* for the correct project level.** Each family should receive one Clover from your club organizational leader. Project information is also available online at <http://www.montana4h.org/#projects>

Shooting Sports Members

- **Pay a \$2.00 fee per discipline in addition to \$11 dues.** Example: If you are only in Archery, you pay \$2.00 in fees. If you are in Archery and Rifle, you pay \$4.00 in fees. Shooting Sports Volunteer Leaders are the only leaders required to attend training in order to serve as a leader. This fee will help to support the cost of training for those leaders.

Animal Members (Excluding Horse)

- **Complete *Montana 4-H Animal Project form*.** This is a permission and assumption of risk form required for participation in all animal projects excluding horse. If you do not enroll online this form is available from your organizational leader, the Extension Office or online at <http://www.montana4h.org/#resource:Forms>. Submit form to club organizational leader by October 30th.

Horse Members

- **Complete *Montana 4-H Horse Project form*.** This is a permission and assumption of risk form required for participation in all horse projects. If you do not enroll online this form is available from your organizational leader, the Extension Office or online at <http://www.montana4h.org/#resource:Forms>. Submit form to club organizational leader by October 24th.
- **Complete *4-H Horse Helmet Policy & Acknowledgement of Education form*.** This form is required for participation in the horse project. The Sanders County Helmet policy states that a helmet must be worn by members and leaders during all 4-H horse riding. This form is available from your horse leader, the Extension Office or online at <https://sanderscountyextension.wufoo.com/forms/dues/>. Submit form to club organizational leader or horse leader by October 30th or after attending a helmet education workshop and /or viewing the video "Every Ride Every Time" once as a junior 4-H member (9-13) and once as a senior 4-H member (14 and up). **This form is not available to be completed as part of the 4honline enrollment.**
- **Pay a \$1.00 fee in addition to \$11 dues.** Sanders County 4-H Council pays \$1.00 for insurance for each member enrolled. The insurance fee for a horse project member is \$2.00. The additional fee you are being charged is to cover the additional fee the Sanders County 4-H Council is charged for the insurance. Horseless Horse project members must also pay this fee. Submit fees to organizational leader by October 30th along with the other enrollment dues.

**Contact the Extension Office (827-6934 or sanders@montana.edu)
or your organizational leader with any questions.**