2024-2025 Annual 4-H Club Re-enrollment Packet

Dear Club Leaders,

Maricopa County 4-H, welcomes you back to another new 4-H year! The 4-H year officially starts on October 1 and ends on September 30. However, we will open the 2024-2025 4-H enrollment on ZSuite on September 9th. In order to open your club's enrollment, we need this form filled out no later than September 7th. We will have forms available to fill out by hand at the Annual Leader's Meeting on September 7th, but you are able to send this form electronically anytime before that.

Each 4-H member is required to pay the $ 35.00 membership fees through ZSuite . Their enrollment is not finished until all forms are completed, with waivers signed and fees paid. Club Leaders will not be required to collect the membership fees. Once the Member has paid the membership fees, we will activate their account and then they can start participating in 4-H events and activities. Each Club can collect their own club dues, if applicable.

We encourage you to check out the Maricopa County 4-H webpage which we update regularly. We will also continue to send out our weekly(ish) e-newsletters.

We recognize you may have questions about what is required, so do not hesitate to contact Valerie Gabrielson *by email with your concerns at* gabrielsonv@arizona.edu. *We are here to support and help you!*

Again, welcome to the wonderful world of 4-H!

Forms Included in packet:

Please complete the packet digitally and email it to:
gabrielsonv@arizona.edu.

OR
Print out and drop off or mail this packet to:
U of A Cooperative Extension, Maricopa County
Attn: Valerie Gabrielson
4341 E. Broadway Rd.
Phoenix, AZ 85040

Club Information for the Website

Please fill out all the information below. This section will be used to create your club profile on the Maricopa County 4-H club web page (https://extension.arizona.edu/4h/maricopa). This information will be seen by potential new members to help them choose the club that is right for them. Please be as detailed as possible.

Club Name: _____

Club Meeting Address: _____

Major Cross Streets: _____

City: _____ Zip Code: _____

Name of Meeting Place: _____

Name and Phone Number of the contact person for the website: _____

_____

Club Email: _____

Club Website (if applicable): _____

Social Media Account: Facebook _____ Public ☐   Private ☐

Instagram _____ Public ☐   Private ☐

Other _____ Public ☐   Private ☐

Business Meeting Day(s)/Time(s): _____

What date would you like county 4-H staff to come to a meeting?_____

Not including the county fee, how much do you charge for enrollment? _____

Description of what the additional club fee covers (as applicable): _____

_____

_____

Do you have separate project meetings? If so, what projects and when do they meet? _____

_____

_____

Club Description

Try to describe your club, so that potential members can choose the right club for them. Include things like the size of your club, community or project centered, structure, what type of activities you focus on, special events you do every year, etc.

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Club Project List

Please check off each project that your club will be offering for the 2024-2025 4-H year. Only mark one box next to each project. All projects do not need to have a check. This information will be used on the Maricopa County 4-H website and ZSuite to help potential members understand your club.

Projects	Offer as part of your general program	Offer as a separate project meeting	Allow members to work on their own
General Animal			
Cat			
Dog			
Companion Pets			
Ag Business			
Veterinary Science			
Entomology			
Gardening			
Livestock Judging			
Horse			
English			
Gymkhana			
Horseless/Horse Education			
Ranch Horse/Sorting			
Western			
Large Animal			
Beef			
Dairy			
Goat – Dairy			
Goat – Market			
Sheep			
Swine			

Projects	Offer as part of your general program	Offer as a separate project meeting	Allow members to work on their own
Small Animal			
Cavy			
Goat - Pygmy			
Poultry			
Rabbit			
General			
Cloverbuds			
Self-Determined			
Citizenship			
Cultural Understanding			
Community Service			
Leadership			
Public Speaking			
Shooting Sports			
Archery			
Hunting Skills			
Muzzleloading			
Pistol			
Rifle			
Shotgun			
Western Heritage			

Projects	Offer as a part of your general program	Offer as a separate project meeting	Allow members to work on their own
Healthy Living			
Bicycle			
Hiking			
Sports			
Clogging			
Dance			
Theater			
Career/College Readiness			
Child Development			
Life Skills			
Personal development			
Entrepreneurship			
Financial Education			
Health			
Cake Decorating			
Cooking			
Food Science			
Arts and Crafts			
Creative Writing			
Fiber Art			
Filmmaking			
Fine Art			
Interior Design			
Leathercraft			
Photography			

Projects	Offer as a part of your general program	Offer as a separate project meeting	Allow members to work on their own
Quilting			
Sewing			
STEM			
Aerospace			
All-Terrain Vehicles			
Augmented Reality			
Computer Science/Coding			
Drones			
Electricity			
Forestry			
Geospatial			
Machining			
Natural Resources			
Outdoor Adventures			
Robotics			
Rocketry			
Small Engines			
Sport Fishing			
Welding			
Wildlife and Fisheries			
Woodworking			
Other (Fill it in)			

Club Leaders

Leader's Name	Phone Number	Email Address	# Years Leading	Responsibilities

Which leader is the fair coordinator (who will get a fair pass and pick up the club's credentials)?_____

_____

Which leaders need to complete the certification process? _____

_____

_____

Which leaders would like to have access to the club ZSuite?_____

_____

Explanation of Club Financials Statement

The Maricopa County 4-H Program Staff oversees and is responsible for the proper handling of 4-H Club funds and assets in Maricopa County. All funds collected in the name of 4-H fall under the Arizona 4-H Youth Foundation, which has the fiduciary responsibility for all 4-H funds in Arizona. If your club is handling 4-H money, including 4-H program fees, your club <u>must have</u> at least a checking account. Please read the following information, answer, and sign below.

Our club has a checking account: ☐ Yes ☐ No

If your club does not have a checking account, please explain: _____
_____

I agree to follow all of the 4-H Club financial guidelines as outlined in the <u>AZ 4-H Chartering and Financial Management Guide</u>. As the responsible party, I will ensure that our club accurately documents all income and expenses and turns in the required documentation by the due date. In the event that our club leadership changes, I will hand over all accurate and up-to-date accounting documents required by the 4-H Club Financial Guidelines to the new club Organizational Leader.

Organizational Leader Name/Signature: _____

Date _____

Names of all signers on the account:_____

_____

Non-Discrimination Statement

As leader of this 4-H club/group, I certify that this 4-H club/group will not restrict or deny any person membership or participation in its program or activities because of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This form constitutes a request for use of the 4-H Name and Emblem for educational purposes in accordance with regulations and policies of the University of Arizona Cooperative Extension.

Organizational Leader Name/Signature: _____

Date _____

4-H Meeting Calendar and Program Plan

It is mandatory for all clubs to provide a program plan and event calendar (this must include all club events including meetings, parties, community service, fundraisers, field trips, and special events) for us to ensure that educational opportunities are provided. In addition, this information is required to be on file to qualify for the annual accident insurance that is purchased by The University of Arizona to cover members, who are active in ZSuite, while attending club meetings and events. Successful program planning includes goals/desired outcomes, a plan of action, and a general timeline. The following template is provided for your use; however, you may create your own club calendar and program plan, as long as it addresses the requested information below. It is important that if additional club events are added you email gabrielsonv@arizona.edu to ensure event coverage.

Club Goals/Desired Outcomes for the Year (another format is acceptable, please attach if already completed):

1. _____

2. _____

3. _____

Date	Time	Location	Program Activity

Date	Time	Location	Program Activity

Maricopa County 4-H

Club Year in Review

Please answer the following questions about the 2023-2024 4-H year.

Name of Club: _____

Number of Members Enrolled: _____   Number of Adult Leaders: _____

Number of Members that completed Record Books: _____   Number of Meetings Held: _____

Every member was enrolled on ZSuite

Each member knows and understands the pledge, motto, emblem and colors

Club held at least 8 meetings

Club had a President, Vice-President, Secretary and Treasurer

Club conducted a Parent Meeting

Club was represented at the Annual Leader Meeting

Club conducted a recreation, business, and educational portion of each meeting

A record of each meeting was kept by the Secretary

Club conducted a community service event

Club had a special event (party, campout, tour, etc)

Club conducted a fundraiser

Club conducted at least one team building activity

Club conducted at least one leadership training activity

Club conducted a Member Recognition or Achievement program

Club had a mentor program for younger/newer members to get help

Club was visited by County Extension Staff.

A member or leader wrote an article, blog, press release or interview about 4-H projects or events (or had something written about the club)

Club had a representative (youth or adult) serve on a County Committee

Club had a representative serve on the County Teen Association

Club was assisted by a community sponsor. Name: _____

Club was represented at the State Fair

Club was represented at a county event or contest (not fair)

Club was represented at a State contest or event (not fair)

Club was represented at a National contest or event

Club was represented at a Camp

	At Least 50%	At Least 75%	At least 90%
Club members re-enrolled for the next year			
Club Leaders re-enrolled for next year			
Club members gave a demonstration or talk			
Club members were present at each meeting			
Club members entered the County Fair			

50% - 1 point;   75% - 2 Point;   90% - 3 Points

Green Seal - Accomplished 10 out of 40 4-H Club of Merit requirements

Blue Seal - Accomplished 15 out of 40 4-H Club of Merit requirements

Red Seal - Accomplished 20 out of 40 4-H Club of Merit requirements

Silver Seal - Accomplished 25 out of 40 4-H Club of Merit requirements

Gold Seal - Accomplished 30out of 40 4-H Club of Merit requirements

Purple Seal - Accomplished 35 out of 40 4-H Club of Merit requirements