

October 7, 2008

Dear 4-H Leader,

Welcome to the 2008/2009 4-H year! Thanks for dedicating your time and energy to our outstanding 4-H youth development program. There are so many exciting plans and goals we are hoping to accomplish this year and are thrilled to have you on our team. Included is important information regarding club enrollment for Washington State University - Kitsap County 4-H.

Club **enrollment forms** are due by **November 15<sup>th</sup>**. New members can be added as they join so please don't delay enrollment while waiting for members. It's essential we receive enrollment to ensure WSU liability insurance coverage and L&I is effective for you and the American Income Life is effective for your members. All volunteers will be screened on a yearly basis through the Washington State Patrol background check.

**Note: All members/volunteers must re-enroll every year. As of September 30, all members and leaders become inactive in the county and state system. You must complete and return re-enrollment materials to re-active the member, leader and club status.**

Forms included:

1. **Enrollment Fee** –4-H enrollment fees are **\$10 for horse, league or motorcycle** and **\$9 for all other projects**. The fee applies to youth members and includes the American Income Life Insurance fee. A reduced price is available for any family of three or more. Depending on the project and subsequent fee, families of three or more pay either \$27 or \$30. For example, if two brothers and two sisters join a cat club (total of 4 people), they pay \$27 total (\$30 total if it is a horse club).
2. **Re-enrollment** – All existing clubs will be sent the re-enrollment forms for continuing members and leaders. Review and correct any contact information on the form. **UPDATE ALL EMAIL ADDRESSES** or circle current ones as this will be our main way of communicating with you. If a member is not continuing with 4-H, write NO on the form and return it with all other re-enrollment forms. Do not call or email the office to make changes because of the signatory requirement on each form.
3. **Enrollment (New members)** – **DUE NOVEMBER 15<sup>TH</sup>** - Complete the form according to the instructions on the 4-H Project Listing and Enrollment Glossary. Additional forms are available online for all **new members** added to your club. Please ensure the birthday and grade level are complete, otherwise the forms will be returned and enrollment will not be processed.

345 6th Street, Suite 550, Bremerton, WA 98337-1874  
360-337-7157 • Fax: 360-337-4864 • TDD 1-800-833-6388

Cooperating agencies: Washington State University, U.S. Department of Agriculture, and Kitsap County. Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

4. **2008-2009 Washington 4-H Project Listing and Enrollment Glossary** – Reference for all enrollment form project codes. These change on an annual basis so please review for accuracy.
5. **Member Code of Practice** –NEW FORMS! Please discard all outdated forms. Members may not participate in 4-H until this form is complete and signed by all three signatures.
6. **Medical Consent and Release** – Available online for **ALL** members to complete. Please keep the completed forms on file for your club records throughout the 4-H year. You will be the first person to contact parents/guardians in case of emergency. The office does not need these forms.
7. **American Income Life Insurance** – These are available online for reference only. The 4-H office will be completing the forms when we receive the club enrollment fee since the \$1 or \$2 coverage is included in the new enrollment fee.
8. **Volunteer Application** – Front and back pages must be completed by new volunteers. All volunteers will be screened for Part B, the Washington State Patrol background check.
9. **Club Survey** – Please return this ASAP so we can assist in placing prospective members with appropriate clubs.
10. **Club Completion Form** – Needed for year end pins for the Recognition Banquet held on the third Friday each November.
11. **A Valuable Partnership** – Adult volunteer agreement that needs read and signed each year.
12. **Photo Release** – Ask your members/leaders to complete this form if they agree to have the club or the 4-H office take their pictures. Pictures will be used only with Washington State University Extension - Kitsap County 4-H publications.

If you have any questions regarding enrollment, please contact Vicki, 4-H enrollment specialist, at [vavery@co.kitsap.wa.us](mailto:vavery@co.kitsap.wa.us) or 360-337-5601 or myself at the information listed below. I hope you have a great 4-H year!

Best of luck!



Kelly J. Fisk, M.A.  
4-H / Youth Development  
WSU – Kitsap County Extension  
345 6<sup>th</sup> Street, Suite 550  
Bremerton, WA 98337  
360-337-7162  
[kfisk@co.kitsap.wa.us](mailto:kfisk@co.kitsap.wa.us)