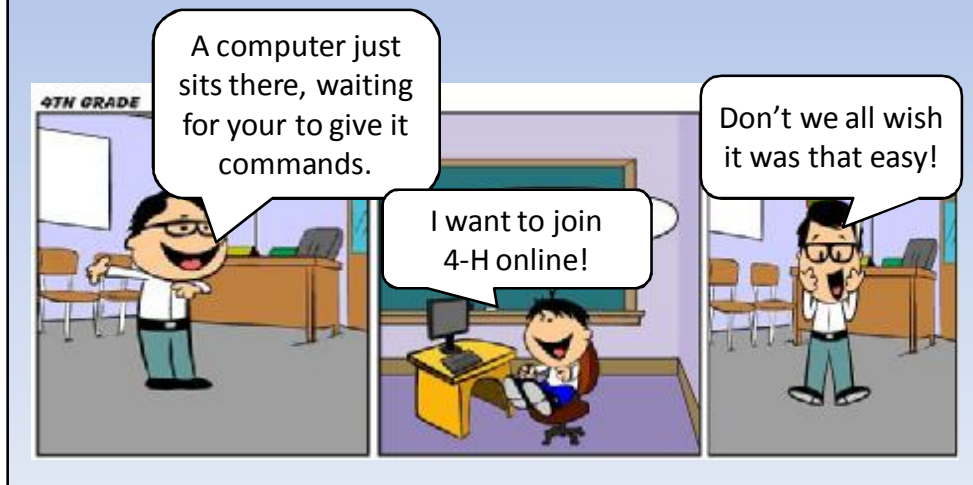


4-H Enrollment and Re-enrollment 2009 - 2010



Today's Goals

- Establish common definitions and language
- Develop a clear overview of enrollment and re-enrollment processes
- Become familiar with some of the interfaces and forms of the online option
- Uncover potential issues, problems and questions
- Assist local staff in deciding when (and to who) to offer the online option
- *Not a goal for today:
covering detailed software operations*

Definitions

- **Enrollment**
 - First time members or leaders
- **Re-enrollment**
 - Returning members or leaders

Definitions

- **Projects**
 - State defined (locally customizable), common list of projects available (Photography, Horse, etc.)
- **Achievements**
 - Referred to as Achievements in 4HPlus! and 4h4me, but better described as Activities
 - Created and defined locally, so unique to each county

Definitions

- **Registration Information**

- Name, address, phone, email, birthdate, school, grade, parents info, etc.

Id		Last		First		M.I.					
RLN3004		Coburn		Murray				<input type="checkbox"/> Print Label			
Street											
123 2400th Ave											
City		State		Zip		Phone		Primary Cell Phone			
Schroeder		MN		55613-0000		(507)555-5555					
DOB		Age		Gender		Residence		Grade			
03/03/98		11		M		3		3			
4H Years		Current Year		Fax		Leadership Years		Youth Leadership			
3		08						50			
Primary Email Address (One Only)											
Parent / Guardian				Active		Leadership		Parenting		Other	
Mom and Dad				<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Definitions

- **Old Enrollment form**

- Required a separate MIAS (health) form
- Required a separate Code of Conduct form
- Do not use anymore!

~~4-H Membership & Updates~~

~~Minnesota 4-H Member 2008 Enrollment Form~~

~~COUNTY: COUNTYNAME Primary Club: _____~~

~~Last Name: _____ First Name: _____ MI: _____~~

~~Mailing Address: _____~~

~~City: _____ State: _____ Zip: _____~~

~~Home Phone: (____) _____ Alternate Phone: (____) _____~~

~~Military Family (branch) Male Female Birthdate: _____~~

~~Hispanic Ethnicity (check one): Hispanic or Latino -OR- Not Hispanic or Latino~~

~~Racial groups (check all that apply): White Black or African American American Indian or Alaska Native Asian Native Hawaiian or Other Pacific Islander~~

~~Residence (check one): Farm Ranch - farm (over 100 acres) Town/City (5,000 or less) Suburb City over 50,000~~

~~Grade: _____ School Name: _____ We're 4-H (last 365 days)~~

~~Do you have a Youth Leadership Role? (Club, County and/or State level) Yes No, if yes, year: _____~~

~~Parent/Guardian name(s): _____~~

~~Member's E-mail: _____ Parent's E-mail: _____~~

~~Additional parent information, if not residing at above address:~~

~~Last Name: _____ First Name: _____~~

~~Mailing Address: _____~~

~~City: _____ State: _____ Zip: _____~~

~~Home Phone: _____ Alternate Phone: _____~~

~~Parent/Guardian signature _____ Title _____~~

~~Member's name _____ Title _____~~

~~The University of Minnesota Extension is committed to the policy that all persons shall have equal access to its programs, services, and activities. Individuals who have a disability and need accommodations to participate in its programs, services, and activities should contact the University of Minnesota Extension at 612-625-6200, ext. 2000, for assistance. This policy applies to all programs, services, and activities. The University of Minnesota Extension is an equal opportunity institution.~~

Definitions

- **Member Information Form**

- Integrates the old Enrollment Form with health information and contact information
- Optional last year
- Required this year

Minnesota 4-H Membership Information
Member Information (all information required)

County _____ 4-H Club Name _____

List Name: _____ First _____ MI _____
Address _____ City _____ State _____ Zip _____
Phone _____ Cell Phone _____ VHS accept last night _____ Cell Carrier _____
Married _____ Yes No

Place of Residence:
 Farm Rural (open or less than 10,000) Fair or City (10,000 to 50,000)
 Town or city (over 50,000) City over 50,000

Grade _____ School Name _____

Family Email Address: (These addresses are an important means of our communications with you, but will NOT be shared outside of 4-H)

Parent/Guardian Name(s) _____
Years in 4-H _____ Military Family (insert): _____

Additional Parent/Guardian Information (if other than you)

Last Name: _____ First _____ MI _____
Address _____ City _____ State _____ Zip _____
Home Phone (_____) _____ Work Phone (_____) _____ Email _____

Member Health Information

Member has the following:
Health problems? Yes No Explain _____
Allergies or reactions to drugs, foods or things is nature? Yes No Explain _____
Member has a condition that requires medication? Yes No Explain _____
Is the member capable of self-administering the medication? Yes No
Tetanus immunization current? Yes No Explain _____
Any other comments? _____

Emergency Contacts

Name	Relationship to Member	Name	Relationship to Member
Daytime Phone Number (_____) _____	_____	Daytime Phone Number (_____) _____	_____
Evening Phone Number (_____) _____	_____	Evening Phone Number (_____) _____	_____
Cell Phone Number (_____) _____	_____	Cell Phone Number (_____) _____	_____

By checking this box, I certify that I have filled out this form as completely and accurately as possible.
Signature of member or each one of the form: _____

Definitions

- **Authorization sheet**

- Optional last year
- Required this year
- Called the **Parental Permission Form** in 4h4me
- Must be signed, hard copy, upon initial enrollment
- Newsletter question removed this year

Authorization Sheet

• **Medical Authorization:** This injury or illness average being an activity or event, medical care will be provided and parent/guardian will be notified as soon as possible. We'll authorize each of the following: (a) the health history and medical information I have provided is correct and the member has permission to engage in all program activities as noted. We'll understand that it is our responsibility to provide certain (including changes in health conditions, medical coverage, or activity restrictions) throughout the program year and prior to any events/activities in which the member intends to participate; (b) if an injury or other medical condition occurs or arises, we'll grant permission for medical treatment to be received for the member and authorize the physician and/or other medical staff to employ such diagnostic, diagnostic and medical treatment as deemed necessary; (c) I hereby authorize the release of any medical records necessary for treatment, referral, billing, or insurance purposes; and (d) I will understand that we are financially responsible for charges and hereby guarantee full payment to the attending physicians and/or health care staff.

• **Waiver and Release:** Furthermore, when agree that all activities and use of all facilities leading to participation in 4-H activities shall be undertaken at the sole risk of the member/family and that the Board of Regents of the University of Minnesota, its officers, representatives, agents, employees, students, and members of any 4-H program shall not be liable for any claims, demands, injuries, damages, costs or causes of action, and/or, in my, my family, or my property arising out of or connected with participation in 4-H programs/activities at the premises where the program/activities occur and which its family expressly forwaives, releases, disclaims, and holds harmless the Board of Regents of the University of Minnesota, its officers, representatives, agents, employees, students, and members of the 4-H program from all such claims, demands, injuries, damage to person or property, actions or causes of action, including but not limited to an act of active or passive negligence on the part of the University or 4-H program, any 4-H program, their agents, officers, or employees. We'll do not, however, release these individuals and entities from liability for intentional, willful or wanton acts and this release shall not be construed to include such acts.

• **Privacy statement:** The contact and health information requested on the Member Enrollment Form and Authorization Sheet is private. The information will be used as necessary to assist the member in the event of an emergency, to help ensure the participation by the member in 4-H programs, and to provide information to the member about 4-H programs. You are not legally required to provide any of the requested information. You may still be allowed to participate, though, in one or specific programs if you do to provide the requested information. Information will be shared with other 4-H and the University of Minnesota for the uses described above and may be released to outside organizations and government entities in limited circumstances, as authorized by state or federal law.

• **Photo release:** We'll give permission to Minnesota 4-H and its employees or representatives to take photographs, video, or audio recordings of members and/or their property for use in any media outlet, book or magazine issues for future educational programs to help promote 4-H. We'll release to Minnesota 4-H all rights to control this work publicly or privately in an educational/professional format without compensation or additional consideration.

• **Code of conduct:** We'll have read, discussed, accept and will abide by the 4-H Minnesota 4-H Code of Conduct. The full code is available online at www.4h.org/4hcode or is available through your Extension Office at our local. We'll also understand that violations of the Code may cause loss of privileges during the event, participation in the event or future events (including camps, state fairs, or exchange trips) to be restricted, removal of permission to conduct, or possible restriction from membership in the 4-H program. We'll agree to accept the appropriate and legal consequences of my actions.

By signing below, the parent/guardian agrees to the each of the above statements on his or her own behalf and on behalf of the member. If eighteen years or older, agrees, on his or her own behalf, to each of the above statements; the member, if under eighteen years old, agrees to abide by the Code of Conduct.

Member Signature _____ Date _____
Parent/Guardian Signature _____ Date _____

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Online Enrollment Process Leaders

- Leader downloads, completes and mails in Volunteer Screening application
- Application and screening process remains as it has in the past

Online Enrollment Process Members

- Could be available in all counties this fall
- Member goes to 4h4me.com
 - Reviews information about clubs in their county



17  Red Lake Natimunity welcomes you to our 4-H Program!
Explore Local Clubs...

[Goodbye](#)
[Print Screen](#)

Clubs in Your County... **Minnesota**

Club Code	Club Title	Member Count	Leader Count
RLN002	Fine Farmness		
RLN001	Willing Workers		
RLN003	Rainbow Cowork		
RLN007	Wiz-E-Mac Flyers	22	2
RLN008	North Star		
RLN010	Independent		
RLN012	South County Quidness		
RLN013	Fine To Plains		
RLN100	Clover Corner		

Select a club to View...

Viewing the clubs will allow you to get an idea as to which projects that members of various clubs are doing. For example, if you are interested in raising a horse project, you might examine the clubs to find one in which some member is taking the same (or close) horse project.

This does not obligate you to anything - you will select your actual clubs and projects after your 4-H application has been processed and accepted.

Club Description...

Contact: Mary Watson at 655-655-6585 marym@gnps.com. Our club is a vibrant club - we love to have fun and learn together!

Most Common Projects Taken by Members of this Club (Examples Only - Do not Select)

- 10000 Cloverbuds
- 11488 Beef - Breeding
- 12888 Dairy
- 10000 Dog
- 60000 Horse
- 30000 Crafts and Fine Arts
- 30000 Photography
- 30000 Shooting Sports - Rifle My Age


Club Member Ages...

Age	Count	Age	Count
4	0	16	0
6	0	14	1
7	0	17	0
8	2	18	1
9	0	14	0

[Continue with membership application](#)

Online Enrollment Process – cont. Members

– Enters Registration Information

18  Note: All of your information will be protected and can only be accessed using the user ID and password you will enter.

[Goodbye](#)
[Print Screen](#)
[Need help? Click for local 4-H office information](#)

Please enter the following information...

Last Name* First Name* M.I. Your County... Temp User ID (make this up)* Temp Password (make this up)*
Street Address* City* State* Zip Code*
Phone (with area code) SSN (with all digits) Date of Birth* Month* Day* Year*
E-mail and Password must be exactly the same

Check My Information
Print my Information (Optional)
I'm done with application

Parent Groups (At Least One Required)*
 White
 Asian
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 More than one race
 Unchecked

Residence Location*
 Name: Mr. Johnson
 Phone: 623-667
 Name: _____
 Phone: _____

School Name*
 Name: _____
 Phone: _____

Handicap: Hispanic/Latino (Y = Yes) * Gender: _____ Grade: _____

Instructions: Please complete all required fields (indicated by an asterisk *). After checking your information, you may print a copy for yourself (you must have Adobe Reader installed on your computer and your printer turned on). After completing this screen, you will be directed to a form that must be printed out, signed and mailed to the indicated

Online Enrollment Process – cont. Members

- When the signed Authorization Sheet arrives in the office, staff “convert”, or add new Member applicant into Member database
- Staff follow up in one of two ways
 - Mail hard copy of Member Information and Project Selection forms to be completed and returned
 - Send email to applicant, who then logs on to 4h4me as a Member and follows the “re-enrollment” screen

Existing Re-enrollment Process

- Staff distribute:
 - Pre-filled Member Information Forms printed from 4HPlus!
 - Project Selection page
- Members and Leaders return forms after:
 - Reviewing and updating Registration Information
 - Selecting project and achievement choices
 - previous year’s choices not indicated

Online Re-enrollment Option

- Can be offered (local decision) to selected counties and/or clubs in 2009
- If it goes well this fall, online will be the primary method for all counties and clubs in the fall of 2010
 - Traditional enrollment packets would no longer be produced as in the past – though a modified version likely would be produced in smaller numbers
 - Similar approach to the Internet access issue as online newsletters

Online Re-enrollment Option – cont.

- Online option is invoked by notifying re-enrolling members



Online Option available this fall!
As a newly enrolling or returning (re-enrolling) MN 4-H Member or Leader, you now have the option to complete your enrollment online.
Enroll or re-enroll online and you will NOT have to re-enter much of your same information (ie health information, emergency contacts, etc) in future years.
Online enrollment and re-enrollment will be available beginning October 1, 2009.
For the most up-to-date information about the online option, please go to www.4south.mn.edu/enroll

Online Re-enrollment Option – cont.

- Target “Go-live” date is October 1
- Who should offer this?
 - MUST have used the new style of enrollment form last fall
 - Must have a staff and volunteers willing to embrace “Beta” technology – there will be a few bumps and issues

Online Re-enrollment Option – cont.

- Big selling point and motivation for Members and Leaders...
 - Once they have completed the online option, they will not have to re-fill out the Member Information Form or Project Selection page (instead, these will be reviewed and updated as necessary online)

Online Re-enrollment Process

- Member or Leader goes to special re-enrollment screen in 4h4me.com

Online Re-enrollment Process cont.

- Information entered online (by the Member or Leader) is downloaded by staff into 4HPlus!
 - Will include cell phone/texting preferences this year
 - Counties can add/create their own additional forms
- The “Current Year” for the Member or Leader is updated
- Statewide trigger dates will be established to inform non-re-enrollees of their status and at what point they will be inactivated

Must do's for all counties

What	Who
<ul style="list-style-type: none"> • Keep enrollment data updated on 4h4me Ensures 4h4me reports are available and accurate for all staff, members and leaders 	Regional Support Staff
<ul style="list-style-type: none"> • Update 4h4me staff contact data 	Regional Support Staff County staff can also access and update staff contact data. Final determination of their role is by local team decision

Must do's for all counties

What	Who
<ul style="list-style-type: none"> • Know or create your staff 4h4me account and explore 4h4me This can be done for county staff with any copy of 4HPlus! by clicking on [Goto] [Archive] [Web Data] [County Options Direct Access] – this goes to 4h4me online – then click on [County Staff] Regional staff (who need access to multiple counties) should contact plusassist@lists.umn.edu 	All staff

Must do's for all counties

What	Who
<ul style="list-style-type: none"> • Update 4h4me club data Includes adding data about club meeting places, day of the month, contact info, general club info, etc. 	<p>Regional Support Staff (includes removing or inactivating LQA&E tracking clubs)</p> <p>County staff can also access and update club data. Final determination of their role is by local team decision</p>

The screenshot shows a web interface for the 4H program. At the top, it says 'Red Lake Nationunity welcomes you to our 4-H Program!' and 'Explore Local Clubs...'. Below this is a list of clubs for Minnesota, with 'RLN007 Wine-Mac Flyers' selected. To the right, there are input fields for Club Code (RLN007), Club Title (Wine-Mac Flyers), Meeting Count (22), and Leader Count (2). There are also fields for Meeting Place (Wineys Town Hall), Meeting Date (2nd Monday), and Meeting Time (6:30 PM). A 'Club Description...' field contains contact information for Mary Mayson.

Additional must do's for counties offering online Enrollment

What	Who
<ul style="list-style-type: none"> • Turn on 4h4me enrollment option 	Regional Support Staff, under direction/decision of local team
<ul style="list-style-type: none"> • Load Parental Permission form (Authorization Sheet) 	Regional Support Staff
<ul style="list-style-type: none"> • Load Member information form 	Regional Support Staff

Additional must do's for counties offering online RE-enrollment

What	Who
<ul style="list-style-type: none"> • Turn on 4h4me Re-enrollment option 	Regional Support Staff, under direction/decision of local team
<ul style="list-style-type: none"> • Load Member information form 	Regional Support Staff

Next Steps

- Instructions posted to web by early next week
 - How to update/access 4h4me enrollment and club data
 - How to create 4h4me user accounts for staff
 - A new version of 4HPlus!
 - A draft version of the Authorization Sheet/Parental Permission Form for Regional Support staff
- Draft information for members and leaders posted by the following week at www.fourh.umn.edu/enroll

Questions/concerns?

- Contact the Enrollment Sub-committee of the Program Management Task Force
 - Brenda Shafer
 - Melissa Kain
 - Pat Morreim
 - Pam Aanas
 - Larisa Jenrich
 - Jeanne Ward
 - Todd Mehrkens

The future begins now!!

