

## Part III--Re-Enrollments, New Enrollments, & Related Pubs

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#### Re-Enrollments, New Enrollments, & Related Pubs

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#### Re-Enrollments, New Enrollments, & Related Pubs

##### A. Preparing Re-enrollment Forms – Detailed Instructions

You can begin the task of preparing and distributing Re-enrollment forms any time after all enrollment data entry for individual members and leaders has been completed for the '08-'09 4-H year.

**\*\*\*Re-enrollments MUST be done while all records are still ACTIVE.\*\*\***

**\*\*\*(DO NOT execute the "YEAR END PROCESSING" command, which turns all records to INACTIVE, before printing Re-enrollment forms and completing all statistical reports for the current 4-H year, including the ES-237 Report.)\*\*\***

General instructions for printing Re-enrollment forms are in the Blue Ribbon manual, pg. 5-3 - 5-5. Before printing Re-enrollments for your entire county, it's best to preview or print a small sample (e.g., a few clubs) to decide which options best fit your county needs.

**\*\*\*Grade, Age, and Year in 4-H automatically increase one (1) year on the Re-enrollment Form; Project Year DOES NOT - it reflects the years completed.\*\*\***

1. **Go to Special/Enrollment Forms.** Choose from the following options, based on your county's enrollment procedures.
  - ✓ **Category** - select Members, Cloverbuds (if used), and all Leader categories - General/Org., Project, Activity, and Resource. 'Special' should not be used as a category in your database. Those in your database marked 'Other' do not need a reenrollment form and do not turn Inactive.
  - ✓ **Sort Order** - check out the options on pg. 5-4. **The majority of you will likely choose All Club Codes, if you're distributing individual enrollments by club.** This generates form for every club an individual has been enrolled in, i.e., if a member is in 3 clubs, he/she will have a reenrollment form for each club.

- ✓ **Print Style** - most will opt to have forms print with the projects from the previous year, eliminating the need for the member/leader to write in projects in which they are continuing.
2. **Click on the 'Formatting' tab** at the upper left on the screen to choose the following options:
    - [✓] Remove Public Mailing Statement - CHECK THIS OPTION.
    - [ ] Remove Disability Statement  
The Disability Statement reads, "I want the Ext. Office to be aware of the following disability:\_\_\_\_\_." This field enables anticipation of the need for accommodation for participants with disabilities. It is recommended.
    - [ ] Remove Signature Block  
The Signature Block includes Member Signature, Leader Signature, Parent/Guardian Signature, and Date at the bottom of the form. These are not required, but most counties prefer to use this option.
    - [✓] Single-space Projects  
Single-spacing gives you more room on the form, particularly if your members/leaders carry many projects. Checking this option will save you paper and avoid 2-page records, in most cases.
    - [✓] Remove Literature Needed column - CHECK THIS OPTION.
    - [✓] Remove Social Security Number - CHECK THIS OPTION.
    - [✓] Remove Youth Leader column  
Allows you to remove the column to indicate youth leadership by project. Many counties may not track youth leadership by project, so this column may be unnecessary and even confusing. If you want to track youth leadership in specific project areas, leave this option unchecked.
    - [ ] Print Message Line  
You can print up to a 4-line customized message on your forms if desired; e.g., **\*\*Return enrollment forms to the County Office by Feb. 1\*\***. If you check the box, a screen will come up prompting you to type in your message; you can edit and save your message. For more information about this feature, check out the Tip Sheet titled "Enrollment Forms Message" at the online Enrollment Support link, <http://4h.wsu.edu/4hData/4H/tipsheets.htm>.
  3. **Click on Preview.**
  4. **Enter the Club Code range** you want forms generated for. If you want to print a range of clubs at once, enter the appropriate club codes, e.g., 101-110. (This screen only appears, if you've opted to sort by Clubs.) If you have a large database, I recommend doing a few clubs at a time or your printer will not be able to handle the quantity.
  5. If you're ready to print, **click on the Printer Icon.**
  6. If you only want to print a range of pages at a time, click on the Printer Setup Icon to enter the page range you want. Most printers will balk at printing hundreds of pages at a time. After you have selected the page range you want to print (e.g., 1-49), you must also click on the Printer Icon to send the job to the printer.

**B. Printing a Single Re-enrollment Form**

The option of printing a re-enrollment for one person is possible under the “Individual” command. **(\*If you are choosing this option after you’ve turned all records Inactive, you will have to temporarily mark the individual’s record ‘Returned’ and then return it to Inactive after you’ve printed the form).** It will be necessary to choose formatting options again. After options are selected, click on Preview or Print. You will be prompted to select an ID number or name for the member or leader for whom you want to print the form.

- C. “WA 4-H Enrollment Form” C1003E.** C1003E is available online-only at <http://cru.cahe.wsu.edu/CEPublications/c1003e/c1003e.pdf>. No revisions have been made for the coming 4-H year.

**D. County-Designed Enrollment Forms**

Counties may design and print their own 4-H Enrollment form **IF all required information is collected.**

**F. “4-H Youth/Volunteer Group Enrollment Form” C0626**

4-H Youth/Volunteer Group Enrollment Form, C0626, is in stock at Bulletins, in pads of 50. See <http://cru.cahe.wsu.edu/CEPublications/c0626/C0626.pdf> for a downloadable version. No revisions have been made for the coming 4-H year.

**G. “4-H Projects & Publications” EM2778**

The 2009-2010 “4-H Projects and Publications” will be available at WSU Extension Publishing & Printing in early Sept. It will be mailed directly to all General/Organizational leaders (from your database, as transferred to State in June) and County 4-H Educators/Prog. Assistants.

**H. “Project Listing & Enrollment Glossary” C1004E**

This single-page resource lists all current projects and enrollment terms, and is useful to accompany enrollment packets. It is being updated for the new 4-H year and will also be available online-only at <http://cru.cahe.wsu.edu/CEPublications/c1004e/c1004e.pdf>. It has been revised for the 2009-2010 4-H year and is available online now.

**I. “4-H Leadership Training Report” C1005E**

C1005E, available at <http://cru.cahe.wsu.edu/CEPublications/c1005e/c1005e.pdf>, is used to record training that occurs in your county throughout the year. This might include Leader Training, project-specific workshops, Super Saturday workshops, or other training events. Training statistics are entered in the database under the ES-237/Training Log, and eventually are part of the year-end ES-237 Report. It is possible to print out training records under the command ‘Print Training Log.’ Training statewide is underreported, so you are urged to document records of training efforts.

**J. WA 4-H Publications CD**

The 4th edition of the Washington 4-H Publication CD will be available in early September. The CD contains WA-produced 4-H publications that have digital files available. County offices may order the CD from Extension Publications and Printing to distribute to enrolled leaders. Look for announcements regarding the CD release date.